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OCCUPATIONAL SURVEY REPORT

TRANSPORTATION CAREER FIELD

AFSC 60XXX

AFPT 90-60X-757

APRIL 1988

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OCCUPATIONAL ANALYSIS PROGRAM
USAF OCCUPATIONAL MEASUREMENT CENTER
AIR TRAINING COMMAND
RANDOLPH AFB, TEXAS 78150-5000

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HQ TAC/TTGT	1		1 set	
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NODAC	1			
3700 TCHTW/TTGX (SHEPPARD AFB TX)	8	3 sets	6 sets	6
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PREFACE

This report presents the results of an Air Force occupational survey of the Passenger and Household Goods; Freight Traffic and Packaging; Air Passenger; and Air Cargo career ladders (AFSCs 602XX and 605XX). Authority for conducting specialty surveys is contained in AFR 35-2. Computer products used in this report are available for use by operations and training officials.

Mr Don Cochran developed the survey instrument, Ms Becky Hernandez provided computer programming support, and Ms Linda J. Sutton provided administrative support. Mr Daniel E. Dreher analyzed the data and wrote the final report. Lieutenant Colonel Thomas E. Ulrich, Chief, USAF Airman Analysis Branch, Occupational Analysis Division, USAF Occupational Measurement Center, reviewed and approved this report for release.

Copies of this report are distributed to Air Staff sections, major commands, and other interested training and management personnel. Additional copies may be requested from the Occupational Measurement Center, Attention: Chief, Occupational Analysis Division (OMY), Randolph AFB, Texas, 78150-5000.

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SUMMARY OF RESULTS

1. Survey Coverage: This report is based on results from 4,113 respondents--1,489 in AFSCs 602XX and 2,624 in AFSCs 605XX. Because there were more than 3,000 eligible respondents, a stratified random sampling procedure was used to ensure proportional representation of DAFSC and TAFMS groups in the sample.

2. Career Ladder Structure: Eighteen separate jobs in five functional areas were identified from survey data. Eighty-nine percent of all respondents are included in these jobs. Four of the functional areas are essentially AFSC specific, and the fifth is a general area containing jobs performed by members of all four AFSCs.

3. Career Ladder Progression: Members of each AFSC demonstrate typical career ladder progression. Three- and 5-skill level members of each career ladder perform technical jobs. Seven-skill level members are the first true supervisors, performing a mixture of technical and supervisory tasks. Nine-skill level and CEM code members are administrators and managers.

4. Training Considerations: Survey data generally support the STS and POI for each career ladder, although training personnel should review each document. Some materials taught in the ABR60231 and ABR60530 courses may be more appropriate for OJT.

Training personnel also need to evaluate AFSC 605X0 and 605X1 training documents with the proposed merger of the two ladders in mind. Survey data suggest there are portions of both STSs that can be eliminated.

5. Other Training Issues: Survey data show first-enlistment personnel generally have experience in more than one functional area. Respondents indicated they usually spend less than 8 hours per week on additional duties, the amount of time they spend using computers and typing depends on the job they have, and nearly all handle classified materials.

6. Job Satisfaction: Overall satisfaction indicators for members of the career ladders are good. Respondents in packing and crating, freight handling, processing, and fleet service, however, have noticeably lower indicators. Indicators for TAFMS groups closely match those of a comparative sample of similar AFSCs, as well as those reported in the 1981 OSR.

7. Implications: Jobs performed by members of the career ladders have remained essentially unchanged over the last 6 years, even with the merger of AFSCs 602X1 and 602X2 in 1986. Training personnel need to review the STS and POI of each career ladder and eliminate unsupported elements and objectives. Survey data show that the ABR60231 course can be shortened to fit the reduced time limits.

OCCUPATIONAL SURVEY REPORT
TRANSPORTATION CAREER LADDERS
(AFSC 602XX AND 605XX)

PART 1

INTRODUCTION

This is an eight-part report of an occupational survey of the Passenger and Household Goods (AFSC 602X0); Freight Traffic and Packaging (AFSC 602X1); Air Passenger (AFSC 605X0); and Air Cargo (AFSC 605X1) career ladders completed by the USAF Occupational Measurement Center in February 1988. The career ladders were previously surveyed in 1981. HQ ATC/TTOL requested the present survey to validate recent course revisions and provide data to support a proposed merger of AFSCs 605X0 and 605X1. Survey data will be used to build an STS, ABR course POI, and CDC for the new career ladder.

Background

AFSC 602X0 Passenger and Household Goods Specialty

AFR 39-1 Specialty Descriptions state that AFSC 602X0 personnel plan, arrange for, and procure commercial transportation services to move DOD personnel and dependents. This involves making arrangements for commercial carriers to pack, store, and ship household goods, personal property, vehicles, and pets. They also counsel DOD personnel on the moving process and prepare all associated paperwork. Most work in inbound and outbound personal property functions and the Passenger Section of TMO. Members enter the specialty by attending an 8-week category "A" 60230 course taught at Sheppard AFB TX. Most AFSC 602X0 personnel are assigned to the larger MAJCOMs.

AFSC 602X1 Freight Traffic and Packaging Specialty

The Specialty Description for AFSC 602X1 states members classify, preserve, package, and crate personal or public property. They also arrange for military or commercial shipment of the property. This involves putting protective wrappings on objects to be shipped, constructing boxes and containers, and making blocks and braces to secure the containers to trailers and railroad cars. AFSC 602X1 personnel work in packaging and preservation, inbound and outbound freight, surface freight, and warehouse functions. Members enter this specialty by attending a 6-week category "A" 60231 course at Sheppard AFB TX. Most of these members are also assigned to larger MAJCOMs. AFSCs 602X0 and 602X1 merge at the 7-skill level to become AFSC 60273, Traffic Management Supervisors.

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AFSC 605X0 Air Passenger Specialty

AFSC 605X0 personnel process and schedule passengers for airlift, assist arriving and departing passengers, load and unload passenger aircraft, provide passenger security, and handle baggage. They tag, load and unload baggage, operate baggage lost-and-found centers, make seating assignments, arrange for space available passengers, and handle boarding passes. Nearly all are assigned to MAC and work in passenger check-in functions, passenger service centers, and in passenger ground and reservation centers at bases with Military Airlift terminals. This specialty has a 4-week category "A" 60530 course taught at Sheppard AFB TX.

AFSC 605X1 Air Cargo Specialty

AFSC 605X1 personnel determine what makes up an aircraft load, secure cargo and mail to pallets, operate specialized equipment to load and unload aircraft, handle in-flight meals and clean out aircraft. Most are also assigned to MAC and work in a variety of cargo processing, loading and unloading, and aircraft services functions. Members are trained for this specialty by attending a 5-week category "A" 60531 course taught at Sheppard AFB TX. AFSCs 605X0 and 605X1 also merge at the 7-skill level to become AFSC 60572 Air Transportation Supervisors.

PART 2

SURVEY METHODOLOGY

Data for this survey were collected using USAF Job Inventory AFPT 90-60X-425 (September 1986). The Inventory Developer reviewed pertinent career ladder documents, the previous OSR and job inventory, and then prepared a tentative task list. The task list was then validated through personal interviews with 289 subject-matter experts at 33 operational units at the 16 bases listed below. Air Staff and MAJCOM functional managers recommended visits to these bases because of location, major command of assignment, predominant AFSC of assigned personnel, or unique function performed. For example, the 60th Aerial Port Squadron at Travis AFB handles the largest combined passenger and cargo workload. Personnel at Davis-Monthan ship entire airframes or large aircraft components. Members in overseas units have to deal with customs and border clearances. The developer visited the following bases to validate the inventory:

Charleston AFB SC	(MAC)	Offutt AFB NE	(SAC)
Homestead AFB FL	(TAC)	McChord AFB WA	(MAC)
Travis AFB CA	(MAC)	Elmendorf AFB AK	(AAC)

Davis-Monthan AFB AZ	(TAC)	Dover AFB DE	(MAC)
Little Rock AFB AR	(MAC)	Langley AFB VA	(TAC)
Barksdale AFB LA	(SAC)	Ramstein AFB GE	(USAFE)
Cannon AFB NM	(TAC)	Hickam AFB HI	(PACAF)
Tinker AFB OK	(AFLC)	Osan AB Korea	(PACAF)

The final inventory contained 1,324 tasks grouped under 16 duty headings, and standard background questions asking for duty title, functional level, duty AFSC, time in service, and time in career ladder. In addition, there were a number of questions requesting information on use of computers, time spent typing, number of areas worked in, how often classified materials are handled, and the amount of time spent on additional duties. School personnel and MAJCOM functional managers will use responses to these questions to determine how personnel are being used and if additional training is needed.

Survey Administration

From January through May 1987, Consolidated Base Personnel Offices at operational bases worldwide administered the surveys to Passenger and Household Goods, Freight Traffic, Packaging, Air Passenger, and Air Cargo personnel. Participants were selected from a computer-generated mailing list provided by the Air Force Human Resources Laboratory.

All individuals who filled out an inventory completed an identification and biographical information section first. Next, they went through the booklet and checked each task performed in their current job. Finally, they went back and rated each task they had checked on a 9-point scale reflecting relative time spent on each task compared to all other tasks. Ratings ranged from 1 (indicating a very small amount of time spent) to 9 (indicating a very large amount of time spent). The relative percent time spent on tasks for each inventory was computed by first totaling all rating values on the inventory. Then the rating for each task was divided by this total and the result multiplied by 100. The percent time spent ratings from all inventories were combined and used with percent member performing values to describe the various groups in the career ladder.

Survey Sample

In the four career ladders together, there were more than 8,000 members eligible to participate in this survey. Therefore, a random stratified selection process was used to identify 75 percent of the eligible members of each AFSC as participants and ensure there was a proportional representation of major commands (MAJCOM) and military paygrades for each AFSC in the sample. Tables 1 and 2 show MAJCOM representation in the survey sample compared to the

TABLE 1

COMMAND REPRESENTATION OF AFSC 602XX
(602X0, 602X1, 60273, 60299, 60200)

<u>COMMAND</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
USAFE	20%	17%
MAC	17%	19%
SAC	17%	18%
TAC	14%	15%
PACAF	13%	12%
ATC	7%	7%
AFLC	3%	4%
AFSC	2%	2%
AAC	2%	2%
AF ELEMENTS OTHER	2%	1%
OTHER	3%	3%

TOTAL ASSIGNED - 3,336

TOTAL SURVEYED - 1,588

TOTAL IN FINAL SAMPLE - 1,489

PERCENT OF ASSIGNED IN SAMPLE - 45%

PERCENT OF SURVEYED IN SAMPLE - 94%

TABLE 2

COMMAND REPRESENTATION OF AFSC 605XX
(605X0, 605X1, 60572, 60599, 60500)

<u>COMMAND</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
MAC	80%	77%
AFLC	5%	5%
SAC	4%	4%
TAC	4%	4%
USAFE	3%	4%
AFSC	1%	1%
ATC	1%	1%
OTHER	2%	4%

TOTAL ASSIGNED - 6,376

TOTAL SURVEYED - 3,625

TOTAL IN SAMPLE - 2,624

PERCENT OF ASSIGNED IN SAMPLE - 41%

PERCENT OF SURVEYED IN SAMPLE - 72%

actual population of the career ladders. Table 3 shows DAFSC representation in the survey sample compared to the total assigned. In all cases, the survey sample reflects good representation of the total assigned populations.

Data Processing and Analysis

Once the job inventories are received from the field, task responses and background information are optically scanned and become one computer file. Biographical data, such as name, duty AFSC, and time in career ladder, are manually entered to form another file. The two files are then merged to form one complete case record for each respondent. Comprehensive Occupational Data Analysis Programs (CODAP) then create a job description for each respondent, as well as composite job descriptions for various groups.

Task Factor Administration

Personnel who make decisions about career ladder documents and training programs need task factor data (training emphasis and task difficulty ratings) as well as job descriptions. The survey process provides these data by asking selected E-6 and E-7 supervisors to complete either a training emphasis (TE) or task difficulty (TD) booklet. These booklets are processed separately from the job inventories and TE and TD data are used in several analyses discussed later in this report.

Training Emphasis (TE). Training emphasis is the amount of structured training that first-enlistment personnel need to successfully perform tasks. Structured training is defined as training provided by resident technical schools, field training detachments (FTD), mobile training teams (MTT), formal OJT, or any other organized training method. Forty-one experienced AFSC 60273 supervisors and 56 experienced AFSC 60572 supervisors completed TE booklets. They rated the tasks in the inventory on a 10-point scale ranging from 0 (no training required) to 9 (much structured training required). Interrater reliability (as assessed through components of variance of standard group means) for the AFSC 60273 raters is .88, indicating good agreement between these raters, and .95 for AFSC 60572 raters, indicating high agreement for these raters.

TE ratings, when used with percent members performing values and TD ratings, can provide insight into training requirements, help validate the need for organized training, and be used to evaluate plans of instruction for the career ladders.

Task Difficulty (TD). Task difficulty is defined as an estimate of the length of time the average airman takes to learn how to perform each task listed in the inventory. Thirty-four experienced AFSC 60273 supervisors and 47 experienced AFSC 60572 supervisors rated the difficulty of the tasks in the inventory on a 9-point scale ranging from 1 (easy to learn) to 9 (very difficult to learn). Ratings were adjusted so tasks of average difficulty would have a value of 5.0. Interrater reliability between AFSC 60273 raters (as assessed

TABLE 3
DAFSC REPRESENTATION IN SAMPLE

<u>DAFSC</u>	<u>NUMBER ASSIGNED</u>	<u>NUMBER IN SAMPLE</u>	<u>PERCENT OF ASSIGNED</u>
60230/50	1,172	467	40%
60231/51	1,595	698	44%
60273	473	282	60%
60299	68	31	46%
60200	28	11	39%
60530/50	1,258	455	36%
60531/51	3,966	1,490	38%
60572	1,006	611	61%
60599	102	44	43%
60500	<u>44</u>	<u>24</u>	<u>54%</u>
TOTAL	9,712	4,113	42%

through components of variance of standard group means) is .85, indicating good agreement. Interrater reliability for AFSC 60572 raters is .95, indicating high agreement.

The computer uses the TE and TD ratings for each task in the inventory, percent of first-enlistment respondents performing, and the training decision table found in AFR 52-22 to compute an Automated Training Indicator (ATI) value for each task. This ATI, the TE and TD values, as well as percent of various groups of respondents performing are the data used to make decisions about training and the documents. These data are discussed later in the TRAINING ANALYSIS section of the OSR.

PART 3

SPECIALTY JOBS (Career Ladder Structure)

CODAP creates an individual job description for each respondent based on the tasks performed and relative amount of time spent on the tasks. The automated job clustering program locates the two most similar job descriptions and combines them into a group. In successive stages, the program compares job descriptions of all other respondents and combines similar members to form other groups based on tasks performed and time spent performing. The result is a pattern of groups making up the four transportation career ladders. Relationships between groups are graphically represented by the CODAP-generated diagram.

The first step in the analysis process is to describe the structure of the career ladders in terms of jobs performed. This is done by comparing job descriptions of the many small groups created in the clustering process, described above. When members of several small groups perform essentially the same tasks with similar amounts of time, they are combined into a larger group that represents one job performed by respondents.

Overview

Analysis of the survey revealed 18 distinct jobs grouped into 5 major functional areas. Four of the areas deal with technical aspects of the career ladders, while the fifth function is the administrative and supervisory part of the career ladders. The four technical areas are essentially AFSC specific, as nearly all members performing the jobs in each one are from the same career ladder. This relationship is shown by the selected background data on members of the groups presented in Table 4 and by the time members of the specific jobs spend on duties, shown in Table 5. The five functional areas and specific jobs identified within are listed below. The Stage (STG) number beside the job title is a reference number assigned by CODAP, and the letter "N" refers to the number of members in each group.

TABLE 4

SELECTED BACKGROUND INFORMATION ON MEMBERS OF FUNCTIONAL JOBS
(PERCENT RESPONDING)

	IN/OUTBOUND PERS PROP	QC PERS	FREIGHT TRAFFIC	PACKING & CRATING	FREIGHT HANDLERS	PASS SERVICE CLERKS
NUMBER IN GROUP	196	92	283	254	95	412
PERCENT OF SAMPLE	5%	2%	7%	6%	2%	10%
PERCENT OVERSEAS	29%	42%	44%	33%	14%	54%
DAFSC DISTRIBUTION						
60230/50	85%	71%	2%	1%	2%	-
60231/51	9%	2%	81%	87%	91%	*
60273	5%	21%	13%	8%	1%	-
60299	-	-	-	*	-	-
60200	-	-	-	-	-	-
60530/50	*	-	*	*	-	76%
60551/51	*	2%	2%	1%	6%	3%
60572	-	4%	*	-	-	17%
60599	-	-	*	-	-	*
60500	-	-	*	-	-	-
PAYGRADE DISTRIBUTION						
E-1 TO E-3	53%	17%	40%	45%	59%	29%
E-4	30%	29%	32%	30%	28%	28%
E-5	15%	32%	20%	18%	11%	25%
E-6	2%	18%	6%	4%	1%	10%
E-7	-	3%	2%	2%	-	2%
E-8	-	-	-	-	-	-
E-9	-	-	-	-	1%	-
AVERAGE MONTHS TAFMS						
PERCENT FIRST ENLISTMENT	48	96	65	61	37	72
PERCENT SUPERVISING	70%	27%	56%	59%	82%	40%
AVERAGE NUMBER OF TASKS PERFORMED	12%	34%	34%	30%	13%	40%
	28	39	135	88	34	82

* Denotes less than 1 percent

- Denotes 0 percent

TABLE 4 (CONTINUED)
SELECTED BACKGROUND INFORMATION ON MEMBERS OF FUNCTIONAL JOBS
(PERCENT RESPONDING)

	TMO PASSENGER	CONTROLLERS	LOAD PLANNERS	AIR CARGO	PROCESSING	PALLETS & NETS
NUMBER IN GROUP	129	148	57	720	182	33
PERCENT OF SAMPLE	3%	4%	1%	18%	4%	1%
PERCENT OVERSEAS	50%	55%	42%	39%	33	33%
DAFSC DISTRIBUTION						
60230/50	76%	-	-	*	-	3%
60231/51	4%	-	-	*	1%	-
60273	8%	-	-	*	-	-
60299	-	-	-	-	-	-
60200	-	-	-	-	-	-
60530/50	9%	3%	-	1%	6%	6%
60531/51	-	71%	72%	86%	88%	82%
60572	3%	25%	28%	12%	5%	9%
60599	-	*	-	*	-	-
60500	-	-	-	-	-	-
PAYGRADE DISTRIBUTION						
E-1 TO E-3	36%	17%	12%	40%	54%	30%
E-4	28%	32%	28%	32%	30%	52%
E-5	29%	39%	37%	20%	13%	9%
E-6	5%	9%	21%	6%	2%	6%
E-7	*	2%	2%	1%	-	3%
E-8	-	1%	-	-	-	-
E-9	-	-	-	-	-	-
AVERAGE MONTHS TAFMS						
PERCENT FIRST ENLISTMENT	64	84	101	61	43	68
PERCENT SUPERVISING	65%	26%	22%	57%	76%	54%
AVERAGE NUMBER OF TASKS PERFORMED	21%	43%	30%	35%	21%	21%
	94	92	81	131	57	52

* Denotes less than 1 percent
- Denotes 0 percent

TABLE 4 (CONTINUED)

SELECTED BACKGROUND INFORMATION ON MEMBERS OF FUNCTIONAL JOBS
(PERCENT RESPONDING)

	AERIAL DELIVERY	FLEET SERVICE	DATA RECORDS CLERKS	SUPV & ADMIN	PLANS & MOBILITY	INSTRUCTORS
NUMBER IN GROUP	78	159	104	599	133	44
PERCENT OF SAMPLE	2%	4%	3%	15%	3%	1%
PERCENT OVERSEAS	29%	50%	42%	39%	32%	11%
DAFSC DISTRIBUTION						
60230/50	-	1%	-	10%	1%	5%
60231/51	1%	-	18%	5%	8%	5%
60273	-	-	2%	23%	6%	14%
60299	-	-	-	5%	1%	-
60200	-	-	-	2%	-	-
60530/50	-	*	6%	3%	1%	14%
60531/51	86%	88%	71%	9%	34%	27%
60572	13%	10%	2%	35%	43%	36%
60599	-	*	1%	5%	4%	-
60500	-	-	-	3%	1%	-
PAYGRADE DISTRIBUTION						
E-1 TO E-3	44%	49%	43%	3%	6%	5%
E-4	32%	33%	37%	8%	17%	20%
E-5	17%	14%	18%	20%	29%	43%
E-6	5%	3%	2%	26%	26%	27%
E-7	2%	1%	-	28%	20%	5%
E-8	-	-	-	9%	3%	-
E-9	-	-	1%	5%	-	-
AVERAGE MONTHS TAFMS						
PERCENT FIRST ENLISTMENT	68	54	56	171	140	113
PERCENT SUPERVISING	57%	65%	62%	5%	14%	9%
AVERAGE NUMBER OF TASKS PERFORMED	35%	13%	29%	75%	44%	34%
	77	74	32	89	129	23

* Denotes less than 1 percent

- Denotes 0 percent

TABLE 5
AVERAGE PERCENT TIME SPENT ON DUTIES BY MEMBERS OF FUNCTIONAL JOBS
(RELATIVE PERCENT OF JOB TIME)

DUTIES	IN/OUTBOUND PERS PROP (N=196)	QC PERS (N=92)	FREIGHT TRAFFIC (N=283)	PACKING & CRATING (N=254)	FREIGHT HANDLERS (N=95)	PASS SERVICE CLERKS (N=412)
A ORGANIZING AND PLANNING	6	9	4	3	3	4
B DIRECTING AND IMPLEMENTING	4	7	5	3	2	4
C INSPECTING AND EVALUATING	3	15	3	3	1	3
D TRAINING	2	5	4	3	1	4
E PERFORMING ADMINISTRATION TASKS	14	9	11	4	8	2
F PERFORMING GENERAL FUNCTIONS	8	11	9	9	10	8
G PROCESSING SHIPMENTS: PLANNING FOR MOVEMENT	16	3	18	11	6	2
H PROCESSING SHIPMENTS: PREPARING FOR MOVEMENT	18	9	16	54	12	*
I PROCESSING SHIPMENTS: MOVEMENT	24	22	28	10	57	2
J PERFORMING PASSENGER FUNCTIONS	2	1	*	*	*	67
K PERFORMING AIR TERMINAL OPERATIONS CENTER (ATOC) FUNCTIONS	*	*	*	*	*	3
L PERFORMING FLEET SERVICE FUNCTIONS	*	*	*	*	-	*
M PERFORMING AERIAL DELIVERY FUNCTIONS	-	*	*	*	*	*
N PERFORMING BORDER CLEARANCE, CUSTOMS, AND RELATED FUNCTIONS	3	6	*	*	-	*
O PERFORMING WATER PORT LOGISTICS OFFICE (WPLO) FUNCTIONS	*	*	*	*	*	*
P PERFORMING COMBAT MOBILITY AND MOBILITY PLANS FUNCTIONS	*	2	1	*	*	*

* Denotes less than 1 percent

- Denotes 0 percent

TABLE 5 (CONTINUED)
AVERAGE PERCENT TIME SPENT ON DUTIES BY MEMBERS OF FUNCTIONAL JOBS
(RELATIVE PERCENT OF JOB TIME)

DUTIES	TMO PASSENGER (N=129)	CONTROLLERS (N=148)	LOAD PLANNERS (N=57)	AIR CARGO (N=720)	PROCESSORS (N=148)	PALLETS & NETS (N=33)
A ORGANIZING AND PLANNING	5	4	3	3	4	5
B DIRECTING AND IMPLEMENTING	4	5	4	3	3	3
C INSPECTING AND EVALUATING	3	4	3	2	1	2
D TRAINING	2	4	3	3	2	2
E PERFORMING ADMINISTRATION TASKS	9	5	5	3	3	3
F PERFORMING GENERAL FUNCTIONS	2	9	4	14	17	54
G PROCESSING SHIPMENTS: PLANNING FOR MOVEMENT	2	9	19	6	10	5
H PROCESSING SHIPMENTS: PREPARING FOR MOVEMENT	1	5	16	18	36	11
I PROCESSING SHIPMENTS: MOVEMENT	2	6	12	40	24	12
J PERFORMING PASSENGER FUNCTIONS	67	3	*	2	*	1
K PERFORMING AIR TERMINAL OPERATIONS CENTER (ATOC) FUNCTIONS	1	45	31	3	*	*
L PERFORMING FLEET SERVICE FUNCTIONS	*	*	-	2	*	*
M PERFORMING AERIAL DELIVERY FUNCTIONS	-	-	-	*	-	*
N PERFORMING BORDER CLEARANCE, CUSTOMS, AND RELATED FUNCTIONS	1	*	*	*	*	*
O PERFORMING WATER PORT LOGISTICS OFFICE (WPLO) FUNCTIONS	*	*	-	*	*	-
P PERFORMING COMBAT MOBILITY AND MOBILITY PLANS FUNCTIONS	*	*	1	*	*	*

* Denotes less than 1 percent

- Denotes 0 percent

TABLE 5 (CONTINUED)
AVERAGE PERCENT TIME SPENT ON DUTIES BY MEMBERS OF FUNCTIONAL JOBS
(RELATIVE PERCENT OF JOB TIME)

DUTIES	AERIAL DELIVERY (N=78)	FLEET SERVICE (N=159)	DATA RECORDS CLERKS (N=104)	SUPV & ADMIN (N=599)	PLANS & MOBILITY (N=133)	INSTRUCTORS (N=44)
A ORGANIZING AND PLANNING	4	4	6	20	9	6
B DIRECTING AND IMPLEMENTING	3	3	5	15	5	9
C INSPECTING AND EVALUATING	2	2	6	20	7	8
D TRAINING	4	3	4	15	13	61
E PERFORMING ADMINISTRATION TASKS	1	1	25	6	5	4
F PERFORMING GENERAL FUNCTIONS	12	9	8	4	6	5
G PROCESSING SHIPMENTS: PLANNING FOR MOVEMENT	2	1	5	4	3	*
H PROCESSING SHIPMENTS: PREPARING FOR MOVEMENT	10	1	4	3	4	1
I PROCESSING SHIPMENTS: MOVEMENT	14	2	34	5	4	1
J PROCESSING PASSENGER FUNCTIONS	1	1	3	2	1	2
K PERFORMING AIR TERMINAL OPERATIONS CENTER (ATOC) FUNCTIONS	2	1	2	*	3	*
L PERFORMING FLEET SERVICE FUNCTIONS	*	74	-	*	*	-
M PERFORMING AERIAL DELIVERY FUNCTIONS	43	*	-	*	*	-
N PERFORMING BORDER CLEARANCE, CUSTOMS, AND RELATED FUNCTIONS	-	*	-	*	*	*
O PERFORMING WATER PORT LOGISTICS OFFICE (WPLO) FUNCTIONS	-	*	*	*	*	-
P PERFORMING COMBAT MOBILITY AND MOBILITY PLANS FUNCTIONS	1	*	*	3	39	1

* Denotes less than 1 percent

- Denotes 0 percent

A. PERSONAL PROPERTY AND HOUSEHOLD GOODS FUNCTIONAL AREA

- I. INBOUND/OUTBOUND PERSONAL PROPERTY PERSONNEL
(STG065, N=196)
- II. QUALITY CONTROL PERSONNEL (STG060, N=92)

B. FREIGHT TRAFFIC AND PACKAGING FUNCTIONAL AREA

- III. FREIGHT TRAFFIC PERSONNEL (STG141, N=283)
- IV. PACKING AND CRATING PERSONNEL (STG240, N=254)
- V. FREIGHT HANDLERS (STG091, N=95)

C. AIR PASSENGER FUNCTIONAL AREA

- VI. PASSENGER SERVICE CLERKS (STG315, N=412)
- VII. TMO PASSENGER PERSONNEL (STG090, N=129)

D. AIR CARGO FUNCTIONAL AREA

- VIII. CONTROLLERS (STG389, N=148)
- IX. LOAD PLANNERS (STG262, N=57)
- X. AIR CARGO PERSONNEL (STG274, N=720)
- XI. PROCESSORS (STG330, N=126)
- XII. PALLETS AND NETS PERSONNEL (STG395, N=33)
- XIII. AERIAL DELIVERY PERSONNEL (STG369, N=78)
- XIV. FLEET SERVICE PERSONNEL (STG050, N=159)
- XV. DATA RECORDS CLERKS (STG047, N=104)

E. GENERAL FUNCTIONAL AREA

- XVI. SUPERVISORS AND ADMINISTRATORS (STG105, N=599)
- XVII. PLANS AND MOBILITY PERSONNEL (STG100, N=133)
- XVIII. INSTRUCTORS (STG025, N=44)

Brief descriptions of each job within the five functional areas follow. Appendix A contains job descriptions (lists of representative tasks performed) for each of the 18 jobs.

A. PERSONAL PROPERTY AND HOUSEHOLD GOODS FUNCTIONAL AREA

I. INBOUND/OUTBOUND PERSONAL PROPERTY PERSONNEL (STG065, N=196). Almost all members of this group are AFSC 602X0. They prepare and review paperwork associated with moving and storing personal property and household goods, and Do-It-Yourself moves. They are a rather junior group, as 134 are in their first enlistment. Most are in paygrades E-1 to E-4, 39 hold the 3-skill level, and 134 hold the 5-skill level. These members spend most of their time on duties related to planning for, processing, and moving shipments. In this capacity, they have a rather limited job, performing an average of only 28 tasks. They are distinguished by the time they spend preparing and reviewing DD Forms 680, 1299, 2223, 1671, 1780, 1781, 1797, and 1857; preparing and reviewing government bills of lading; and tracing personal property shipments.

Survey data show there are three subgroups within this functional job. There are 65 Inbound Personal Property Clerks who spend more time clearing inbound property shipments and maintaining storage-in-transit (SIT) logs and tracer action. There are another 76 Outbound Property Clerks who spend more time preparing, reviewing, and maintaining government bills of lading, preparing SF Forms 1200, annotating actual weights on shipping documents, and maintaining accountability forms files. Finally, there are 133 Personal Property Counselors who spend more time counseling personnel on entitlements, preparing documentation for local moves, determining transit allowances, and preparing documentation for DITY moves.

II. QUALITY CONTROL PERSONNEL (STG060, N=92). The Quality Control job is performed almost exclusively by AFSC 602X0 personnel. They are responsible for inspecting shipments and the work of commercial carriers, reporting discrepancies, and issuing letters of warning. Over half are assigned to QA/QC functions while the rest work in customs and inbound/outbound personal property functions. Most QC personnel are somewhat more experienced, as most are in their second enlistment. Over half are in paygrades E-5 and E-6, and 82 hold the 5-skill level. Most of their time is spent on duties related to the processing of shipments and performing quality and safety inspections.

B. FREIGHT TRAFFIC AND PACKAGING FUNCTIONAL AREA

III. FREIGHT TRAFFIC PERSONNEL (STG141, N=283). Nearly all Freight Traffic personnel are AFSC 60231/51. This is a rather broad job as members perform an average of 135 tasks. Commonly performed tasks deal with all aspects of shipments, from selecting modes of shipment and preparing the necessary forms to tracing and accepting shipments and interacting with consignees. These responsibilities are reflected by the time members spend on the duties of planning, preparing, and moving shipments (Table 5). While Freight Traffic personnel are of nearly every paygrade, most hold the 5-skill level, and half are in their first enlistment.

IV. PACKING AND CRATING PERSONNEL (STG240, N=254). Most of these AFSC 602X1 members work in base packing and crating units, while some are assigned to warehouses. They spend 54 percent of their time on the processing duty which includes packaging objects of various sizes and shapes; preparing general freight and cargo for shipment; making boxes, braces, and blocks; and filling out the necessary paperwork. Packing and crating personnel are in paygrades E-2 to E-7, over half are first-enlistment, and most hold the 5-skill level.

V. FREIGHT HANDLERS (STG091, N=95). This is a small group of first-enlistment AFSC 602X1 personnel assigned mainly to inbound freight functions. About two-thirds hold the 5-skill level. They have the most limited job of any AFSC 602X1 group as they perform an average of only 34 tasks. Their main responsibilities are to load and unload general, hazardous, and special handling cargo from surface vehicles; inspect freight for damage; sign for shipments; and verify shipments against manifests.

C. AIR PASSENGER FUNCTIONAL AREA

VI. PASSENGER SERVICE CLERKS (STG315, N=412). Passenger service is the main job of AFSC 605X0 personnel. Members are assigned to passenger check-in or passenger service centers in MAC air terminals. They are a somewhat more experienced group, as most hold the 5-skill level, and only 40 percent are in their first enlistment. Their job is fairly diverse as members perform an average of 82 tasks including closing out flights for passenger movements, escorting passengers to and from aircraft, weighing and tagging baggage, determining and verifying passenger eligibility, preparing and issuing boarding passes, and verifying compliance with Foreign Clearance Guides.

VII. TMO PASSENGER PERSONNEL (STG090, N=129). Most of these members, on the other hand, are 5-skill level AFSC 602X0 personnel assigned to either the passenger section of a TMO or a passenger reservation center. Eighty-four are in their first enlistment and 82 are in paygrades E-1 to E-4. They spend 67 percent of their job time in the passenger functions duty and are distinguished by the time they spend preparing and issuing DD Forms 1482-1 and 1482-4, confirming passenger reservations, requesting commercial capabilities, maintaining government transportation request and authorization registers, computing travel costs, and completing AF Forms 1546.

D. AIR CARGO FUNCTIONAL AREA

VIII. CONTROLLERS (STG389, N=148). Most Controllers are AFSC 60531/51 personnel working in air terminal operation centers. They spend most of their duty time briefing aircrews on loads and special handling requirements, preparing and dispatching load messages, picking up and delivering cargo

documentation from and to the aircraft, and disseminating aircraft information to various users. Nearly all hold the 5-skill level, and most are in paygrades E-4 and E-5.

IX. LOAD PLANNERS (STG262, N=57). Load Planners have an important role in the air cargo functional area, as they plan the loads that go into cargo aircraft. They select the freight that will be loaded on board, compute allowable loads, verify load clearances and dimensions, calculate cargo placement, and determine the center of balance for the aircraft. These are the more senior AFSC 605X1 personnel, averaging 101 months TAFMS. Forty hold the 5-skill level, while 16 hold the 7-skill level. Only 13 are in their first enlistment.

X. AIR CARGO PERSONNEL (STG274, N=720). This is a large group of AFSC 605X1 cargo handlers assigned to MAC. They use specialized equipment to load and unload everything that goes into and comes out of cargo aircraft. Fifty-seven percent are in their first enlistment, 72 percent are in paygrades E-1 to E-4, but most hold the 5-skill level.

XI. PROCESSORS (STG330, N=126). This rather small group of AFSC 605X1 personnel work in MAC cargo processing functions. They spend most of their job time tying cargo and mail down onto pallets and filling out some of the shipping paperwork. While they are a rather junior group (76 percent are in their first enlistment and most are in paygrades E-1 to E-4), most hold the 5-skill level.

XII. PALLETS AND NETS PERSONNEL (STG395, N=33). Pallets and Nets Personnel are AFSC 60531/51 personnel that differ from Processors in that they are responsible for inspecting, storing, and maintaining the pallets and cargo nets used by processing personnel. They are somewhat junior personnel working in a variety of MAC air cargo-related functions. Over half hold the 5-skill level, 54 percent are in their first enlistment, and most are in paygrades E-1 to E-4. Their job is somewhat restrictive, as they perform an average of only 53 tasks.

XIII. AERIAL DELIVERY PERSONNEL (STG369, N=78). These AFSC 60531/51 members have a unique air cargo responsibility in MAC aerial delivery and combat mobility functions. They spend 43 percent of their job time in the aerial delivery duty and are responsible for preparing cargo loads and delivery equipment, affixing parachutes and extraction systems to airdrop loads, rigging cargo on platforms for airdrops, assembling extraction systems and attaching parachute release systems, and working with equipment recovered from airdrops.

XIV. FLEET SERVICE PERSONNEL (STG050, N=159). This is a small group of mostly AFSC 60551 personnel who spend 74 percent of their time servicing and maintaining passenger facilities on MAC aircraft, delivering in-flight meals

to aircraft, removing trash from aircraft, cleaning galleys, and inventorying fleet service equipment aboard aircraft. More than half are in their first enlistment, and most are in paygrades E-1 to E-5.

XV. DATA RECORDS CLERKS (STG047, N=104). Data Records Clerks are AFSC 602X1 and 605X1 and have a rather limited job as they perform an average of only 32 tasks. They are responsible for tracing cargo, surface freight, and mail shipments; working with manifests; and handling the paperwork associated with missing freight. Most hold the 5-skill level.

E. GENERAL FUNCTIONAL AREA

XVI. SUPERVISORS AND ADMINISTRATORS (STG105, N=599). Supervisors and Administrators are the most senior members of the career ladders, work in all functions, and are from all four AFSCs. One-fourth hold the 5-skill level, over half hold the 7-skill level, 10 percent hold the 9-skill level, and 30 members have the CEM code. Besides performing tasks related to their specific AFSC, they also spend 20 percent of their job time organizing and planning, 20 percent inspecting and evaluating, 15 percent on directing and implementing, 15 percent training, and 6 percent on administrative tasks, for a total of 76 percent of their time on these five duties.

XVII. PLANS AND MOBILITY PERSONNEL (STG100, N=133). Most of these 133 members are assigned to either plans and programs functions or to mobility training functions and spend 39 percent of their job time on these duties. They have a fairly broad job as they perform an average of 129 tasks, including planning mobility training, participating in exercise planning meetings, coordinating mobility exercises, scheduling personnel for mobility training, and maintaining mobility training records. Fifty-seven are AFSC 60572, 46 are AFSC 605X1, and the rest are a mixture of AFSCs. About half hold the 5-skill level and half the 7-skill level.

XVIII. INSTRUCTORS (STG025, N=44). This small group of NCOs includes not only the resident technical school instructors, but also those involved with training in operational units. Members of this group, therefore, are a mixture of the four AFSCs. Twenty-one hold the 5-skill level and 22 hold the 7-skill level. They have a somewhat restrictive job as they perform an average of only 23 tasks. Most of these tasks are in the training duty. Specific training tasks instructors spend most of their time on are: administer and score tests, conduct resident course and local classroom training, counsel trainees, prepare lesson plans, and maintain training aids.

Comparison to Previous Survey

The present career ladder structure was compared to that reported in the 1981 OSR. A comparison of the functional areas and jobs identified in each survey is shown in Table 6. Overall, essentially the same functions and many of the same jobs were identified in both studies even though there are differences in the names used. Many of the smaller groups and independent job types identified in 1981 are included in larger groups identified in the current study. These differences in career ladder structures identified in the two studies may be a results of the more comprehensive job inventory used in the current survey data. The 1986 job inventory has almost twice as many tasks as the one used in 1981.

Summary

Overall, 89 percent of the total sample is included in the 18 jobs identified. The remaining 11 percent that were not included perform such a variety of tasks the CODAP programs could not include them in any groups of meaningful size. The functions and groups identified in this study support the current classification structure of the AFSCs. While titles of functions and jobs performed have changed somewhat over the last 7 years, the jobs and tasks performed have remained stable.

PART 4

AFSC 602XX

CAREER LADDER PROGRESSION

Once the career ladder structure is established, the jobs performed by members of the various skill levels are identified in the analysis. This is done by examining job descriptions of DAFSC groups and noting any similarities or differences in tasks performed and time spent on duties. The typical career ladder progression is for members with higher skill levels to have more supervisory and managerial responsibility and less technical involvement. This typical pattern is present in transportation career ladders.

Skill Level Descriptions

DAFSC 60230/50. A comparison of the job descriptions for these two DAFSCs reveals members have a 71 percent time-spent overlap on common tasks, indicating they perform essentially the same jobs. Because of this high overlap, a job description on the combined groups was created and used in further analyses. This job description is listed in Table B1 of Appendix B and shows

TABLE 6

COMPARISON OF CAREER LADDER STRUCTURE GROUPS
FOR CURRENT AND PREVIOUS SURVEY

1981 FUNCTIONS AND JOBS

FREIGHT AND CARGO PROCESSING
FUNCTION

- PACKAGING PERSONNEL
- SURFACE FREIGHT PROCESSORS
- AIR CARGO PROCESSORS
- CARGO PROCESSORS
- MATERIEL HANDLING EQUIPMENT
SPECIALISTS
- AERIAL DELIVERY SYSTEMS
SPECIALISTS
- DISREP/DISCON CLERKS
- SHIPPING CLERKS
- AIR TERMINAL OPERATIONS CENTER
(ATOC) PERSONNEL
- LOAD PLANNERS

TRANSPORTATION MANAGEMENT
FUNCTION

- UNIT AND SECTION MANAGERS
- AIRLIFT REQUIREMENT AND
CAPABILITIES NCOS
- SPECIAL ACTIVITIES MANAGERS
- TRAINING PERSONNEL

FLEET AND INFLIGHT SERVICES
FUNCTION

- FLEET SERVICES PERSONNEL
- INFLIGHT PASSENGER SERVICES
PERSONNEL

CURRENT FUNCTIONS AND JOBS

FREIGHT TRAFFIC AND PACKAGING
FUNCTION

- FREIGHT TRAFFIC PERSONNEL
- FREIGHT HANDLERS
- PACKING AND CRATING PERSONNEL

GENERAL FUNCTION

- SUPERVISORS AND ADMINISTRATORS
- PLANS AND MOBILITY PERSONNEL
- INSTRUCTORS

AIR CARGO FUNCTION

- CONTROLLERS
- LOAD PLANNERS
- AIR CARGO PERSONNEL
- PROCESSORS
- PALLETS AND NETS PERSONNEL
- AERIAL DELIVERY PERSONNEL
- FLEET SERVICE PERSONNEL
- DATA RECORDS CLERKS

TABLE 6 (CONTINUED)

COMPARISON OF CAREER LADDER STRUCTURE GROUPS
FOR CURRENT AND PREVIOUS SURVEY

PASSENGER SERVICES FUNCTION

- PASSENGER RESERVATION PERSONNEL
- AIR PASSENGER PERSONNEL

AIR PASSENGER FUNCTION

- PASSENGER SERVICE CLERKS
- TMO PASSENGER PERSONNEL

HOUSEHOLD GOODS AND PERSONAL
PROPERTY SHIPMENT FUNCTION

- CUSTOMS PERSONNEL
- QUALITY ASSURANCE INSPECTORS
- HOUSEHOLD GOODS AND PERSONAL
PROPERTY SHIPMENT PERSONNEL

PASSENGER AND HOUSEHOLD GOODS
FUNCTION

- INBOUND/OUTBOUND PERSONAL PROPERTY
PERSONNEL
- QUALITY CONTROL PERSONNEL

INDEPENDENT JOB TYPES

- DATA AUTOMATION CLERKS
- LIMITED UTILIZATION TRANSPORTATION
PERSONNEL

members perform mainly technical tasks. Table 7 shows members are in the Inbound/Outbound Personal Property, TMO Passenger, and Quality Control jobs. Their technical involvement in these jobs is also reflected by the amount of time they spend on the duties of planning, processing, and moving shipments and performing passenger functions (Table 8), which is consistent with the Specialty Job Description for this career ladder.

DAFSC 60231/51. Three- and 5-skill level AFSC 602X1 personnel also perform the technical aspects of their AFSC-specific jobs. Members of these two skill level groups have a 79 percent time-spent overlap on common tasks, indicating they also perform essentially the same jobs. The job description on the combined group is listed in Table B2 of Appendix B and was used for further analyses. Figures in Table 7 show most AFSC 60231/51 personnel are in Freight Traffic, Packing and Crating, and Freight Handling jobs, also consistent with their Specialty Job Description.

DAFSC 60273. AFSC 602X0 and 602X1 career ladders merge at the 7-skill level to become Traffic Management Supervisors. Data in Table 8 show that 7-skill level members are working supervisors, as they spend more job time on administrative and supervisory duties and less on the technical duties. Figures in Table 7 show that while some 7-skill level members have technical jobs, almost half are Supervisors and Administrators. Table B3 in Appendix B lists representative tasks members perform. There are far more supervisory than technical tasks listed, which is consistent with the Specialty Job Description for this skill level group.

Tasks that best differentiate between AFSC 60230/50 and 60273 respondents are listed in Table 9, while tasks that best differentiate between AFSC 60231/51 and 60273 respondents are listed in Table 10. In both cases, there are larger differences in percent members performing supervisory tasks than technical tasks. This clearly shows 7-skill level members are first-line supervisors.

DAFSC 60299/00. Members of these two groups have a 63 percent time spent overlap on common tasks which indicates they have nearly the same job. Table 7 shows almost all are Supervisors and Administrators and Table 8 shows they spend most of their time on duties consistent with this job. Representative tasks they perform are listed in Table B4 of Appendix B and the difference in tasks 7-skill level members and managers perform is shown in Table 11. Seven-skill level members are supervisors, while 9-skill level and CEM code members are the managers of the career ladder.

Summary

Members of both career ladders demonstrate the typical pattern of progression. Three- and 5-skill level members perform technical tasks, 7-skill level members are working supervisors and administrators, while 9-skill level and CEM are the managers of the career ladders.

TABLE 7
PERCENT AFSC 602XX PERSONNEL IN FUNCTIONAL JOBS

JOBS	DAFSC			
	60230/50 (N=467)	60231/51 (N=698)	60273 (N=282)	60299/00 (N=42)
IN/OUTBOUND PERSONAL PROPERTY	35%	3%	3%	-
QUALITY CONTROL	14%	*	7%	-
FREIGHT TRAFFIC	1%	33%	13%	-
PACKING AND CRATING	*	32%	8%	2%
SURFACE FREIGHT MOVEMENT	*	12%	*	-
PASSENGER SERVICE CLERKS	-	-	-	-
TMO PASSENGER	21%	*	3%	-
CONTROLLERS	-	-	-	-
LOAD PLANNERS	-	-	-	-
AIR CARGO	*	*	*	-
PROCESSORS	-	*	-	-
PALLETS AND NETS	*	-	-	-
AERIAL DELIVERY	-	-	-	-
FLEET SERVICE	-	-	-	-
DATA RECORDS	-	3%	-	-
SUPERVISORS AND ADMINISTRATORS	13%	4%	49%	93%
PLANS AND MOBILITY	*	1%	3%	5%
INSTRUCTORS	*	*	2%	-

* Denotes less than 1 percent

- Denotes 0 percent

TABLE 8

AVERAGE PERCENT TIME SPENT ON DUTIES BY AFSC 602XX PERSONNEL
(RELATIVE PERCENT OF JOB TIME)

DUTIES	60230/50 (N=467)	60231/51 (N=698)	60273 (N=274)	60299/00 (N=42)
A ORGANIZING AND PLANNING	7	4	15	28
B DIRECTING AND IMPLEMENTING	5	4	13	16
C INSPECTING AND EVALUATING	5	3	15	26
D TRAINING	3	3	13	6
E PERFORMING ADMINISTRATION TASKS	11	8	9	4
F PERFORMING GENERAL FUNCTIONS	7	10	4	1
G PROCESSING SHIPMENTS: PLANNING FOR MOVEMENT	10	13	6	2
H PROCESSING SHIPMENTS: PREPARING FOR MOVEMENT	12	28	7	*
I PROCESSING SHIPMENTS: MOVEMENT	18	24	8	2
J PERFORMING PASSENGER FUNCTIONS	17	*	3	*
K PERFORMING AIR TERMINAL OPERATIONS CENTER (ATOC) FUNCTIONS	*	*	*	*
L PERFORMING FLEET SERVICE FUNCTIONS	*	*	*	-
M PERFORMING AERIAL DELIVERY FUNCTIONS	*	*	*	-
N PERFORMING BORDER CLEARANCE, CUSTOMS, AND RELATED FUNCTIONS	3	*	*	*
O PERFORMING WATER PORT LOGISTICS OFFICE (WPLO) FUNCTIONS	*	*	*	*
P PERFORMING COMBAT MOBILITY AND MOBILITY PLANS FUNCTIONS	*	1	4	12

* Denotes less than 1 percent

- Denotes 0 percent

TABLE 9

EXAMPLES OF TASKS WHICH BEST DIFFERENTIATE BETWEEN DAFSC
60230/50 AND DAFSC 60273 PERSONNEL

TASKS	60230/50 (N=467)	60273 (N=282)	DIFFERENCE
E294 PREPARE DD FORMS 1131 (CASH COLLECTION VOUCHER)	40	15	25
H626 REVIEW DD FORMS 1299 (APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY)	37	15	22
E295 PREPARE DD FORMS 139 (PAY ADJUSTMENT AUTHORIZATION)	32	11	21
F321 CLEAN WORK AREAS	42	23	19
J926 PREPARE AND ISSUE DD FORMS 1482-1 AND 1482-4 (MAC TRANSPORTATION AUTHORIZATION)	25	9	16
C156 WRITE APR	19	73	-54
C142 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	14	66	-52
B55 COUNSEL SUBORDINATES ON MILITARY-RELATED MATTERS	19	68	-49
B54 COUNSEL SUBORDINATES ON JOB PROGRESSION	19	67	-48
D208 MAKE ENTRIES ON AF FORMS 623 AND 623A (ON-THE-JOB TRAINING RECORD)	18	65	-47

TABLE 10
EXAMPLES OF TASKS WHICH BEST DIFFERENTIATE BETWEEN
DAFSC 60231/51 AND DAFSC 60273 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	DAFSC 60231/51 (N=698)	DAFSC 60273 (N=274)	DIFFERENCE
G398 ANNOTATE ACTUAL WEIGHTS ON SHIPPING DOCUMENTS	52	17	35
H567 MAKE ENTRIES ON DD FORMS 1348-1 (DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT)	48	14	34
H562 LABEL SHIPMENTS, OTHER THAN CLASSIFIED, HAZARDOUS, AND SPECIAL SHIPMENTS	45	11	34
H639 SIGN FOR SHIPMENTS RECEIVED	47	13	34
C156 WRITE APR	19	73	-54
C142 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	18	66	-48
C151 REVIEW CORRESPONDENCE	13	60	-47
B55 COUNSEL SUBORDINATES ON MILITARY-RELATED MATTERS	21	68	-47

TABLE 11

EXAMPLES OF TASKS WHICH BEST DIFFERENTIATE BETWEEN
DAFSC 60273 AND DAFSC 60299/00 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	DAFSC 60273 (N=274)	DAFSC 60299/00 (N=42)	DIFFERENCE
D221 REVIEW CDC	42	5	37
D170 CONDUCT OJT	41	10	31
D205 MAKE ENTRIES ON AF FORMS 1096 (CDC STATUS RECORD)	37	7	30
D177 COUNSEL TRAINEES ON TRAINING PROGRESS	40	14	26
A11 DEVELOP MANAGEMENT OBJECTIVES	29	81	-52
A5 DETERMINE PERSONNEL MANNING REQUIREMENTS	28	79	-51
C150 REVIEW AND EDIT RECOMMENDATIONS FOR AWARDS OR DECORATIONS	31	76	-45
A18 DRAFT DIRECTIVE SUPPLEMENTS	12	57	-45

AFR 39-1 SPECIALTY JOB DESCRIPTION ANALYSIS

Current AFR 39-1 Specialty Descriptions for the AFSCs were compared to job descriptions for each specialty job and DAFSC group. Survey data support the current AFR 39-1 Specialty Descriptions. Responsibilities and tasks included in the descriptions for the individual skill levels are appropriate.

TRAINING ANALYSIS

Occupational survey data provide one of several sources of information which can be used to make training programs more relevant and meaningful. The three most commonly used types of occupational survey information are: (1) percent of first-enlistment personnel performing tasks, (2) ratings of relative difficulty of tasks, and (3) ratings of relative emphasis which should be placed on tasks for first-enlistment training. These data are used to evaluate training documents, including the Specialty Training Standard (STS) and the Plan of Instruction (POI) for each AFSC.

First-Enlistment AFSC 602X0 Personnel

In this study, there are 261 DAFSC 602X0 airmen with 1-48 months TAFMS. Seventy-two percent of them have achieved their 5-skill level. Figure 1 reflects the distribution of these first-enlistment airmen across career ladder jobs. As shown, most are in the Inbound/Outbound Personal Property and Household Goods, TMO Passenger, and Quality Control jobs. These jobs are consistent with the AFR 39-1 Specialty Job Description for the AFSC and are reflected by the time spent on duties of planning, preparing, and processing shipments for movement, and performing passenger functions (Table 12).

Table B5 in Appendix B presents the job description for 602X0 first-term airmen. As shown, this group, as a whole, performs very few common tasks, since the most common task (Clean work areas) is only performed by 44 percent of the respondents. This strongly indicates that first-term personnel in each of the three major 602X0 jobs listed above perform very different and distinct tasks and have almost no overlap across jobs. This finding indicates that it may be difficult to develop cost-effective common training for AFSC 602X0.

To further explore the diversity of tasks being performed across 602X0 jobs, separate job descriptions were produced for first-term airmen working in each of the three major 602X0 jobs shown in Figure 1: Inbound/Outbound Personal Property and Household Goods, TMO Passenger, and Quality Control. These job descriptions are presented in Tables C1 through C3 of Appendix C. As can be seen from these tables, first-term airmen in each of the three jobs do perform distinctly different tasks.

FIRST-ENLISTMENT PASSENGER AND HOUSEHOLD GOODS AFSC 602X0 PERSONNEL IN FUNCTIONAL JOBS

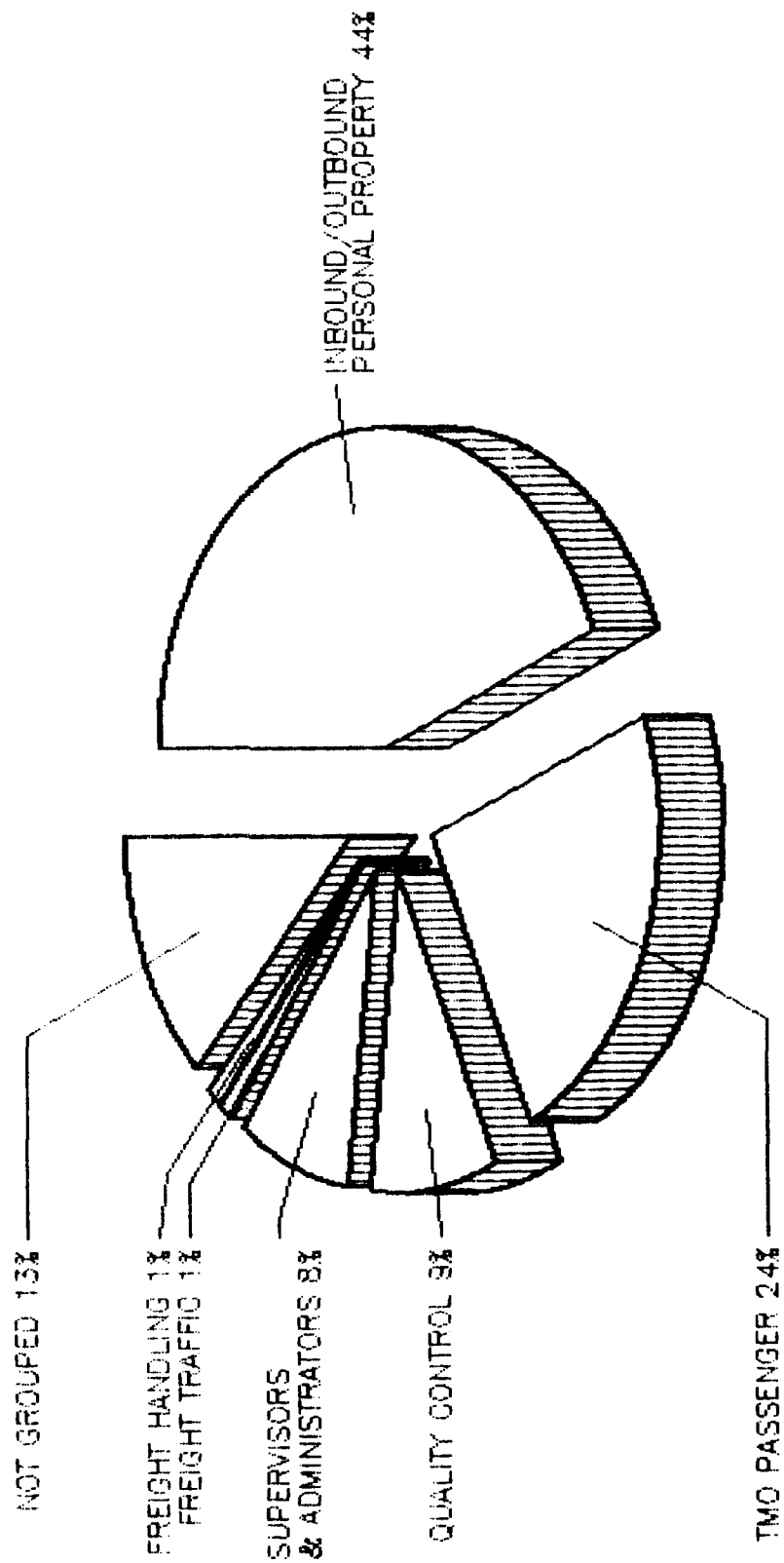


FIGURE 1

TABLE 12

AVERAGE PERCENT TIME SPENT ON DUTIES BY
FIRST-ENLISTMENT AFSC 602X0/X1 PERSONNEL
(RELATIVE PERCENT OF JOB TIME)

DUTIES	602X0 (N=261)	602X1 (N=464)
A ORGANIZING AND PLANNING	5	3
B DIRECTING AND IMPLEMENTING	3	2
C INSPECTING AND EVALUATING	2	1
D TRAINING	*	1
E PERFORMING ADMINISTRATION TASKS	13	8
F PERFORMING GENERAL FUNCTIONS	7	11
G PROCESSING SHIPMENTS: PLANNING FOR MOVEMENT	12	15
H PROCESSING SHIPMENTS: PREPARING FOR MOVEMENT	13	30
I PROCESSING SHIPMENTS: MOVEMENT	21	27
J PERFORMING PASSENGER FUNCTIONS	19	*
K PERFORMING AIR TERMINAL OPERATIONS CENTER (ATOC) FUNCTIONS	*	*
L PERFORMING FLEET SERVICE FUNCTIONS	*	*
M PERFORMING AERIAL DELIVERY FUNCTIONS	-	*
N PERFORMING BORDER CLEARANCE, CUSTOMS, AND RELATED FUNCTIONS	2	*
O PERFORMING WATER PORT LOGISTICS OFFICE (WPLO) FUNCTIONS	-	*
P PERFORMING COMBAT MOBILITY AND MOBILITY PLANS FUNCTIONS	*	*

* Denotes less than 1 percent

- Denotes 0 percent

Thirteen percent of all 602X0 first-term survey respondents, however, perform such a variety of tasks they could not be grouped into any of the functional job groups identified. This further highlights the diversity of 602X0 tasks being performed.

First-Enlistment AFSC 602X1 Personnel

There are 464 first-term airmen in the sample holding DAFSC 602X1. Seventy-five percent of these airmen hold the 5-skill level. The majority (79 percent) are working in three job areas: (1) Freight Traffic, (2) Packing and Crating, and (3) Freight Handling (see Figure 2). As with the 602X0 AFSC, these jobs are consistent with the Specialty Job Description for this career ladder.

First-term AFSC 602X1 airmen spend over half their time preparing and processing shipments for movement (see Table 12). Representative tasks performed by these members are listed in Table B6 of Appendix B. Again, the overall first-term job description suggests some degree of diversity in tasks being performed across the three jobs being performed. Following the procedures used with AFSC 602X0 first-term personnel, separate job descriptions were produced for these personnel working in each of the three jobs. These descriptions are listed in Tables C5 through C7 of Appendix C. As expected, first-term airmen in each job are performing essentially a different set of tasks.

Training Emphasis and Task Difficulty

Training Emphasis (TE) and Task Difficulty (TD) ratings are secondary factors that technical school personnel use to decide what tasks should be emphasized in entry-level training. Tasks rated high in TE and TD and performed by moderate to high percentages of first-enlistment personnel are normally more appropriate for resident training, while tasks with high TE and TD ratings and low percentages of first-enlistment personnel performing may be more appropriate for OJT. Tasks rated low in TE and TD are generally not included in any formal training unless their inclusion can be justified by percent members performing, command concerns, or criticality. Products in the Training Extract contain several listings of tasks with accompanying TE and TD ratings and percent members performing figures. Training development personnel will find these listings extremely helpful in reviewing training requirements for both the 602X0 and 602X1 career ladders.

Specialty Training Standards

To aid in the evaluation of the 602X0 and 602X1 Specialty Training Standards (STS), Training Development Branch personnel from the tech school at Sheppard AFB matched job inventory tasks to appropriate sections of both STSs. With these matchings, a complete computer listing displaying percent members performing data and TE and TD ratings for each task was produced. Summaries of these data and information are discussed below.

FIRST-ENLISTMENT FREIGHT TRAFFIC AND PACKAGING
AFSC 602X1 PERSONNEL
IN FUNCTIONAL JOBS

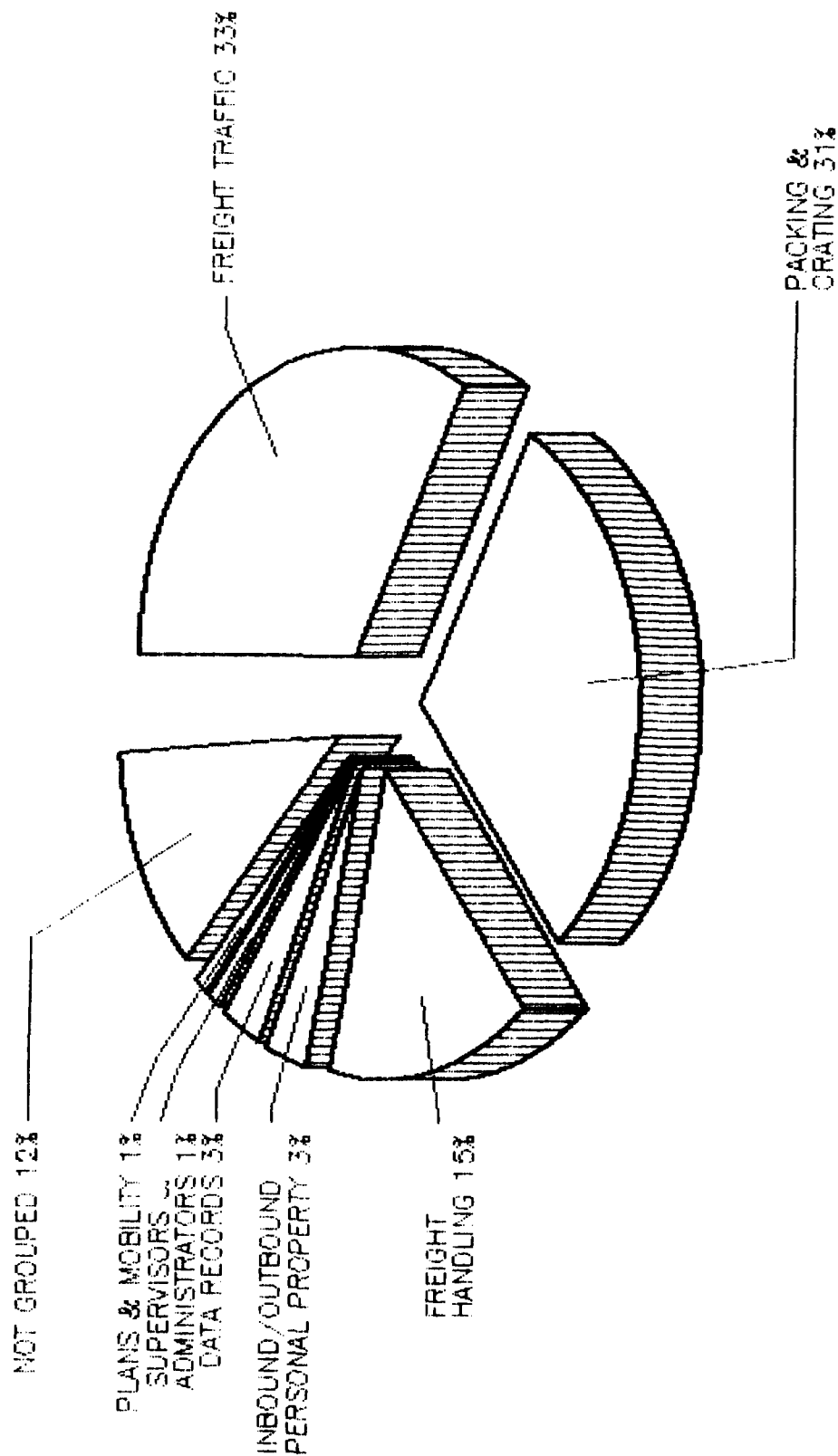


FIGURE 2

STS 60230/50. A comprehensive review of STS 60230/50, Passenger and Household Goods, dated February 1987, was made by comparing STS elements to survey data. STS elements with performance objectives were reviewed in terms of percent members performing, training emphasis, and task difficulty, as stipulated in ATCR 52-22, dated 8 December 1986. STS elements containing general career ladder knowledge and information were not reviewed. Typically, elements having matched tasks performed by 20 percent or more members of appropriate experience or skill level groups should be considered for inclusion in the STS. In this study, first-enlistment (1-48 months TAFMS) and 5-skill level groups are the target groups, since 7-skill level members have their own separate STS.

Overall, 39 technical elements of the STS (out of 69 matched elements) were not supported, in that tasks matched to them are performed by less than 20 percent of the first-term or 5-skill level groups. Much of this nonsupport is directly due to the diversity of jobs AFSC 60230/50 personnel perform. Generally, the majority of unsupported STS elements were found in the paragraphs listed below:

- 9 - Personal Property
- 10 - Personal Property Movement Arrangements
- 11 - Personal Property Transportation Documents
- 12 - Personal Property Shipments and Carrier Facilities

The fact that these career-ladder specific elements are not supported appears due to the variety of tasks being performed across jobs within this specialty. Because of this, a different perspective was used in examining the STS. Another product was created listing STS elements and percent of first-term job incumbents in the Inbound/Outbound Personal Property, TMO Passenger, and Quality Control job groups performing matched tasks. First-term data were used since this STS is for 3- and 5-skill level airmen and most first-enlistment members in these jobs hold either the 3- or 5-skill levels.

Analysis of this second product revealed only 12 of the 69 technical elements were not supported as opposed to 39 when total first-enlistment data were used. In most cases, 20 percent of first-term members of at least one job were found performing matched tasks. For example, for STS element 10f, between 21 and 37 percent of first-enlistment Inbound/Outbound Personal Property personnel perform related tasks. In contrast, smaller percentages of first-enlistment personnel in the two other jobs perform these same tasks.

This approach clearly points out STS elements which are not supported by either total sample data or first-term job data. The following elements were found to be unsupported in both cases and should be seriously considered for deletion from the 60230/50 STS:

- 7 - Mobility
- 10b - Determine cost of commercial movement of household goods using carrier tariffs and government rate printouts
- 10c - Develop cost comparison between government and commercial storage facilities

- 10h - Consolidate shipments
- 11j(1) - Traffic distribution records
- 11j(2) - Personal property record files
- 11j(3) - Process contractor invoices for services performed
- 11n - Prepare DITY documentation
- 13 - Data automation application.

These elements, with tasks matched and percent performing data, are listed in Table 13.

Not only are unsupported elements important to the STS analysis, but also any tasks not matched to the STS. Tasks having high TE, performed by more than 20 percent of first-enlistment or 5-skill level respondents, and not matched to the STS, are listed in Table 14. There is no apparent trend to these tasks. Training personnel need to review them to determine if they are covered by some existing element but were inadvertently missed during the initial matching or if they suggest a new element that needs to be added to the STS.

The final step of this STS analysis was to review the 3-skill level training codes assigned to the supported elements. Following the guidelines stated in AFR 8-13 and ATCR 55-22, training codes for these elements are appropriate if matched tasks have 30 percent or more of first-term airmen performing. Elements showing less than 30 percent performing are normally dashed (-), unless there is good justification to code them otherwise.

The supported elements listed below have training codes shown for the 3-skill level course column, yet matched tasks reflect less than 30 percent of the criterion group members performing:

- 9a(1) - Household goods movement entitlements
- 9a(2) - Unaccompanied baggage movement entitlements
- 9a(3) - Professional books, papers, and equipment movement entitlements
- 9a(4) - Mobile home movement entitlements
- 9a(5) - Privately owned vehicle movement entitlements
- 9a(6) - Storage entitlements
- 9a(7) - Privately owned firearms movement entitlements
- 9a(8) - Do-it-yourself entitlements
- 10d - Receive notification of incoming personal property shipments
- 10g - Use of additional temporary storage
- 10i - Arrange personal property movement for eligible personnel, dependents, and eligible heirs
- 10j - Arrange Do-It-Yourself move
- 11d - Prepare purchase orders
- 11f - Prepare customs documents
- 11h - Prepare reweigh data reports

TABLE 13

UNSUPPORTED AFSC 60230/50 STS ELEMENTS

STS ELEMENT AND MATCHED TASKS	TNG EMP	PERCENT PERFORMING						TASK DIFF
		1-24 TAFMS (N=140)	1-48 TAFMS (N=261)	60250 (N=388)	IN/OUT* P P (N=120)	TMO* PASS (N=59)	QC* (N=23)	
7. MOBILITY								
P1290 PARTICIPATE IN MOBILITY DEPLOYMENT PLANNING MEETINGS	.66	1	1	2	-	-	4	5.70
P1263 ESTABLISH MOBILITY WORKCENTERS DURING MOBILITY EXERCISES OR DEPLOYMENTS	.39	1	2	3	-	-	4	6.26
TOB. DETERMINE COST OF COMMERCIAL MOVEMENTS OF HOUSEHOLD GOODS USING CARRIER TARIFFS AND GOVERNMENT RATE PRINTOUTS.								
G406 COMPUTE SHIPMENT TRANSPORTATION COSTS	4.10	16	16	13	18	3	13	5.61
1664 AUDIT AND CERTIFY COSTS OF ACCESSORIAL SERVICES	2.68	8	6	8	4	3	13	5.53
TOC. DEVELOP COST COMPARISONS BETWEEN GOVERNMENT AND COMMERCIAL STORAGE FACILITIES.								
G406 COMPUTE SHIPMENT TRANSPORTATION COSTS	4.10	16	16	13	18	3	13	5.61
TOH. CONSOLIDATE SHIPMENTS.								
G493 SELECT SHIPMENTS FOR CONSOLIDATION	4.29	8	8	7	8	-	-	4.50
G406 COMPUTE SHIPMENT TRANSPORTATION COSTS	4.10	16	16	13	18	3	13	5.61
G437 DETERMINE SHIPMENT COMPATIBILITIES	3.00	1	3	3	2	2	-	5.27

- Denotes 0 percent

* 1st enlistment personnel in:

STG065 (INBOUND/OUTBOUND PERSONAL PROPERTY)

STG090 (TMO PASSENGER)

STG060 (QUALITY CONTROL)

TE Mean = 1.30 S.D. = 1.06

TD Mean = 5.00 S.D. = 1.00

TABLE 13 (CONTINUED)

UNSUPPORTED AFSC 60230/50 STS ELEMENTS

STS ELEMENT AND MATCHED TASKS	PERCENT PERFORMING						TASK DIFF
	TNG EMP	1-24 TAFMS (N=140)	1-48 TAFMS (N=261)	60250 (N=388)	IN/OUT* P P (N=120)	TMO* PASS (N=59)	
11J(1). TRAFFIC DISTRIBUTION RECORDS.							
E280 MAINTAIN TONNAGE DISTRIBUTION RECORDS (TDR)	4.54	11	10	12	8	-	6.00
11J(2). CONTRACT SERVICE RECORDS.							
I743 MAINTAIN NONTEMPORARY (NOTEMP) EXPIRATION DATE LOGS	3.22	6	5	3	2	-	4.82
11J(3). CURRENT RATE PRINTOUTS FOR MILITARY AND CARRIER TARIFFS.							
E260 MAINTAIN COMPUTER LISTING FILES	1.76	11	10	11	12	2	4.11
11J(6). PERSONAL PROPERTY RECORD FILES.							
I745 MAINTAIN NOTEMP STORAGE CASE FILES	3.29	5	4	3	2	-	5.05
F369 MONITOR PERSONAL PROPERTY TEMPORARY STORAGE EXPIRATION DATES	3.12	11	10	10	14	2	4.35

- Denotes 0 percent

* 1st enlistment personnel in:

STG065 (INBOUND/OUTBOUND PERSONAL PROPERTY)

STG090 (TMO PASSENGER)

STG060 (QUALITY CONTROL)

TE Mean = 1.30 S.D. = 1.06

TD Mean = 5.00 S.D. = 1.00

TABLE 13 (CONTINUED)
UNSUPPORTED AFSC 60230/50 STS ELEMENTS

TASKS ELEMENT AND MATCHED TASKS	TNG EMP	PERCENT PERFORMING						OC* (N=23)	TASK DIFF
		1-24 TAFMS (N=140)	1-48 TAFMS (N=261)	60250 (N=388)	IN/OUT* P P (N=120)	TMO* PASS (N=59)			
11K. PROCESS CONTRACTOR INVOICES FOR SERVICES PERFORMED.									
I663 AUDIT AND CERTIFY CONTRACTOR INVOICES, SUCH AS DIRECT PROCUREMENT METHOD (DPM), LOCAL MOVES, OR ONE-TIME CONTRACTS	3.56	11	9	13	8	3	13		5.57
I667 AUDIT AND CERTIFY NONTEMPORARY STORAGE (NOTEMPS) INVOICES	3.00	4	3	3	1	-	-		5.81
F324 EDIT PERSONAL PROPERTY COMPUTER PRODUCTS	2.34	5	4	6	5	-	-		5.14
11N. PREPARE DITY DOCUMENTATION.									
H603 PREPARE DOCUMENTATION FOR DO-IT-YOURSELF MOVES	5.59	14	14	14	16	3	4		6.10
H594 PREPARE DD FORMS 1155 (ORDER FOR SUPPLIES OR SERVICES/REQUEST FOR QUOTATIONS)	1.98	8	7	7	8	2	-		5.63
I699 AUDIT DD FORMS 1155 (ORDER FOR SUPPLIES OF SERVICES/REQUEST FOR QUOTATIONS)	1.88	2	3	3	4	-	-		5.50
13. DATA AUTOMATED APPLICATION.									
F324 EDIT PERSONAL PROPERTY COMPUTER PRODUCTS	2.34	5	4	6	5	-	-		5.14

- Denotes 0 percent

* 1st enlistment personnel in:

STG065 (INBOUND/OUTBOUND PERSONAL PROPERTY)

STG090 (TMO PASSENGER)

STG060 (QUALITY CONTROL)

TE Mean = 1.30 S.D. = 1.06

TD Mean = 5.00 S.D. = 1.00

TABLE 14

TASKS WITH MORE THAN 20 PERCENT RESPONDENTS PERFORMING AND HIGH TE
NOT MATCHED TO AFSC 60230/50 STS ELEMENTS

TASKS	TNG EMP	PERCENT PERFORMING					QC* (N=23)	TASK DIFF
		1-24 TAFMS (N=140)	1-48 TAFMS (N=261)	60250 (N=388)	IN/OUT* P P (N=120)	TMO* PASS (N=59)		
E311 REVIEW GOVERNMENT BILLS OF LADING (GBL)	4.22	38	36	31	48	8	43	4.70
I784 PREPARE SF FORMS 1200 (GOVERNMENT BILL OF LADING COLLECTION NOTICE)	4.07	25	23	18	32	8	4	4.40
I815 TRACE PERSONAL PROPERTY SHIPMENTS	4.07	35	34	28	48	10	26	5.04
E282 MAINTAIN TRACER ACTION FILES	3.24	26	23	19	28	10	4	4.50
H649 WEIGH DITY MOVE VEHICLES	3.22	20	19	14	20	12	17	3.88
E241 DISPATCH MESSAGES RELATING TO SHIPMENT MOVEMENTS, OTHER THAN HUMAN REMAINS, CLASSIFIED, AND SENSITIVE CARGO	2.80	25	23	22	28	5	17	4.68
C152 REVIEW MESSAGES	2.80	22	24	32	25	22	35	4.84
H648 VERIFY SHIPMENT WEIGHTS	2.80	20	17	14	17	3	39	3.85
A25 PARTICIPATE IN BRIEFINGS	2.54	44	42	49	42	42	26	4.22
I747 MAINTAIN REQUIRED DELIVERY DATE (RDD) LOGS	2.37	20	15	13	21	3	-	4.34

- Denotes 0 percent

* 1st enlistment personnel in:

STG065 (INBOUND/OUTBOUND PERSONAL PROPERTY)

STG090 (TMO PASSENGER)

STG060 (QUALITY CONTROL)

TE Mean = 1.30 S.D. = 1.06

TD Mean = 5.00 S.D. = 1.00

The code on element 11a - Review personal property shipment forms for completeness - on the other hand, needs to be changed to a performance level because the matched task is performed by more than 30 percent of respondents.

STS 60231/51. The first six paragraphs of this STS deal with general information and were not matched to tasks. Twenty of the 66 technical elements are not supported by tasks performed by more than 20 percent of first-job, first-enlistment, or 5-skill level AFSC 602X1 respondents. This also may be attributed to the diversity of AFSC 60231/51 jobs. Because of this, a second product was created listing STS elements, tasks matched, and percentage of first-enlistment AFSC 602X1 freight traffic, packing and crating, and freight handling respondents performing. Members of these jobs were used to evaluate the STS because 79 percent of first-enlistment AFSC 602X1 respondents are in these jobs (Figure 2).

All but 12 of the 66 technical elements are supported using functional group data. The 12 unsupported elements listed below, however, are unsupported by both percent TAFMS and functional group members performing and are candidates for deletion from the STS:

- 7g(2) - CONEX
- 7g(3) - Embargoes
- 7g(4) - Emergency conditions
- 10b - Functions of reusable containers
- 10c - Kinds of reusable containers
- 12d - Schedule placement of railcars and motor vehicles
- 13b - Reconsign shipments
- 13d - Customs requirements
- 13e - Mobility operations
- 14b - Maintain obligation authority
- 15a - Shipping container reports
- 15c - Prepare Defense Freight Railway Interchange Fleet report

These elements, with tasks matched and percent performing data, are listed in Table 15.

Again, unmatched tasks were reviewed along with unsupported STS elements. Those having high TE, performed by more than 20 percent of first-enlistment respondents in the jobs and TAFMS groups, and not matched to the STS, are listed in Table 16. Several deal with forms and others with handling shipments. Training personnel need to review these tasks to determine if they are covered by existing elements or if new elements need to be added.

The 3-skill level training codes assigned to the supported elements were also reviewed. Most are appropriate since matched tasks are performed by more than 30 percent members of criterion groups. Only one element needs review. According to the guidance in AFR 8-13 and ACR 52-22, the training code on the element 12e--Operate forklift--should be changed to a dash(-) unless another code can be justified.

TABLE 15

UNSUPPORTED AFSC 60231/51 STS ELEMENTS

STS ELEMENTS AND MATCHED TASKS	TNG EMP	PERCENT PERFORMING				FRT* TRFC (N=153)	PACK* CRATE (N=145)	FRT* HAND (N=71)	TASK DIFF
		1-24 TAFMS (N=231)	1-48 TAFMS (N=464)	60251 (N=550)					
7G(2). ROUTE FREIGHT SHIPMENTS CONSIDERING CONEX. F346 MAINTAIN CONTAINER EXPRESS (CONEX) FORMS	1.22	4	3	3	6	-	1	4.30	
7G(3). ROUTE FREIGHT SHIPMENTS CONSIDERING EMBARGOES. G483 RESEARCH DOCUMENTS TO FIND EMBARGO LIMITATIONS	.90	2	1	1	3	-	1	5.43	
7G(4). ROUTE FREIGHT SHIPMENTS CONSIDERING EMERGENCY CONDITIONS. G477 REQUEST SHIPPING INSTRUCTIONS FOR EMERGENCY CONDITIONS	1.76	6	8	8	16	6	-	5.59	
10B. FUNCTION OF REUSABLE CONTAINERS. E272 MAINTAIN REUSABLE CONTAINER PROGRAM RECORDS	1.98	5	5	9	8	7	-	4.53	
10C. KINDS OF REUSABLE CONTAINERS. E272 MAINTAIN REUSABLE CONTAINER PROGRAM RECORDS	1.98	5	5	9	8	7	-	4.53	

- Denotes 0 percent
 * 1st enlistment personnel in:
 STG141 (FREIGHT TRAFFIC)
 STG240 (PACKING AND CRATING)
 STG091 (FREIGHT HANDLING)

TE Mean = 1.30 S.D. = 1.06
 TD Mean = 5.00 S.D. = 1.00

TABLE 15 (CONTINUED)
UNSUPPORTED AFSC 60231/51 STS ELEMENTS

STS ELEMENTS AND MATCHED TASKS	PERCENT PERFORMING						TASK DIFF
	TNG EMP	1-24 TAFMS (N=231)	1-48 TAFMS (N=464)	60251 (N=550)	FRT* TRFC (N=153)	PACK* CRATE (N=145)	FRT* HAND (N=71)
12D. SCHEDULE PLACEMENT OF RAILCARS AND MOTOR VEHICLES.							
411 COORDINATE PLACEMENT OF TRANSPORTATION CONVEYANCES, SUCH AS RAILCARS, TRUCKS, OR AIRCRAFT WITH AGENCIES OR OPERATORS	1.66	6	6	7	15	1	3
							5.11
13B. RECONSIGN SHIPMENTS.							
1724 ISSUE DIVERSION INSTRUCTIONS	3.27	1	1	1	2	-	-
1725 ISSUE RECONSIGNMENT INSTRUCTIONS	2.22	1	1	2	3	-	-
							5.24 5.33
3D CUSTOMS REQUIREMENTS.							
N1172 PREPARE DD FORMS 1253 AND 1253-1 MILITARY CUSTOMS INSPECTION LABEL AND TAG)	2.68	2	5	5	3	11	-
N1166 PERFORM CUSTOMS INSPECTIONS	2.37	3	5	5	5	9	-
N1181 REDLINE SHIPMENTS	2.12	-	-	1	1	1	-
N1164 NOTIFY INVESTIGATION AGENCIES OF SUSPECTED CUSTOMS VIOLATION SHIPMENTS	1.85	-	1	1	1	1	-
N1158 CONTROL CUSTOMS STAMPS	1.56	2	2	4	3	4	-
N1163 MONITOR STORED CUSTOMS CLEARED FREIGHT SHIPMENTS	1.12	2	2	3	3	2	-

- Denotes 0 percent
* 1st enlistment personnel in:
STG141 (FREIGHT TRAFFIC)
STG240 (PACKING AND CRATING)
STG091 (FREIGHT HANDLING)

TE Mean = 1.30 S.D. = 1.06
TD Mean = 5.00 S.D. = 1.00

TABLE 15 (CONTINUED)
UNSUPPORTED AFSC 60231/51 STS ELEMENTS

STS ELEMENTS AND MATCHED TASKS	TNG EMP	PERCENT PERFORMING				FRT* TRFC (N=153)	PACK* CRATE (N=145)	FRT* HAND (N=71)	TASK DIFF
		1-24 TAFMS (N=231)	1-48 TAFMS (N=464)	60251 (N=550)					
13E MOBILITY OPERATIONS.									
P1280 INSPECT MOBILITY BAGS	.83	2	3	4	3	3	-	-	5.11
P1257 DIRECT ASSEMBLY OF CARGO DURING MOBILITY EXERCISES OR DEPLOYMENTS	.63	2	2	3	3	2	-	-	6.65
P1281 INSPECT MOBILITY KITS	.56	1	3	3	1	4	-	-	5.48
P1277 IDENTIFY PERSONNEL REQUIREMENTS FOR DEPLOYMENTS	.37	-	1	1	-	1	-	-	6.60
P1278 IDENTIFY PERSONNEL REQUIREMENTS FOR MOBILITY OPERATIONS	.37	1	1	1	1	1	-	-	6.42
14B. MAINTAIN OBLIGATION AUTHORITY.									
E267 MAINTAIN OBLIGATION AUTHORITIES FILES	2.56	6	7	8	18	1	1	1	4.67
15A. SHIPPING CONTAINER REPORTS.									
F346 MAINTAIN CONTAINER EXPRESS (CONEX) REPORTS	1.22	4	3	3	6	-	1	4.30	
15C. DEFENSE FREIGHT RAILWAY INTERCHANGE FLEET REPORT (DFRIF).									
E271 MAINTAIN RAILROAD CARD RECORD FILES	1.37	2	3	4	8	-	1	4.07	

- Denotes 0 percent
* 1st enlistment personnel in:
STG141 (FREIGHT TRAFFIC)
STG240 (PACKING AND CRATING)
STG091 (FREIGHT HANDLING)

TE Mean = 1.30 S.D. = 1.06
TD Mean = 5.00 S.D. = 1.00

TABLE 16

TASKS WITH MORE THAN 20 PERCENT RESPONDENTS PERFORMING AND HIGH TE
NOT MATCHED TO AFSC 60231/51 STS ELEMENTS

TASKS	PERCENT PERFORMING					FRT* TRFC (N=153)	PACK* CRATE (N=145)	FRT* HAND (N=71)	TASK DIFF
	TNG EMP	1-24 TAFMS (N=231)	1-48 TAFMS (N=464)	60251 (N=550)					
I811 SAFEGUARD CLASSIFIED SHIPMENTS	3.78	24	24	26		35	30	11	5.04
H571 MARK CLASSIFIED SHIPMENTS	3.32	29	28	30		24	63	1	5.29
H564 MAINTAIN TRANSPORTATION CONTROL NUMBER (TCN) LOGS	3.29	41	41	37		71	40	14	3.66
G399 ANNOTATE AGREED WEIGHTS ON SHIPPING DOCUMENTS	3.27	23	20	19		28	30	4	3.25
E282 MAINTAIN TRACER ACTION FILES	3.24	17	17	16		37	3	11	4.50
H566 MAKE ENTRIES ON DD FORMS 1149 (REQUISITION AND INVOICE/SHIPPING DOCUMENT)	3.10	48	48	50		69	64	8	4.01
H524 CRATE CARGO FOR SHIPMENT	2.85	31	30	31		18	74	-	5.60
E241 DISPATCH MESSAGES RELATING TO SHIPMENT MOVEMENTS, OTHER THAN HUMAN REMAINS, CLASSIFIED, AND SENSITIVE CARGO	2.85	15	16	19		31	3	8	4.68
H648 VERIFY SHIPMENT WEIGHTS	2.80	37	35	36		44	52	20	3.85
G405 COMPARE FREIGHT SHIPPING COSTS	2.80	19	19	18		44	2	3	5.16
G494 SELECT SHIPMENTS FOR LOADING	2.80	17	16	15		35	7	4	4.34
I686 CLEAR OUTBOUND SURFACE FREIGHT SHIPMENTS	2.73	20	18	16		41	3	11	4.52
I679 CERTIFY HAZARDOUS CARGO SHIPMENTS	2.66	12	16	23		14	33	1	5.85
H646 VERIFY SHIPMENT DESTINATIONS	2.63	34	33	33		47	39	23	3.86
I660 ANNOTATE TCMD FOR SHORT SHIPMENTS	2.51	15	17	15		34	1	28	3.70
H574 MARK SPECIAL SHIPMENTS	2.49	29	26	27		23	59	-	4.43
H575 PACKAGE CARGO FOR SHIPMENT	2.46	44	43	43		36	90	3	5.05

- Denotes 0 percent

* 1st enlistment personnel in:

STG141 (FREIGHT TRAFFIC)

STG240 (PACKING AND CRATING)

STG091 (FREIGHT HANDLING)

TE Mean = 1.30 S.D. = 1.06

TD Mean = 5.00 S.D. = 1.00

TABLE 16 (CONTINUED)

TASKS WITH MORE THAN 20 PERCENT RESPONDENTS PERFORMING AND HIGH TE
NOT MATCHED TO AFSC 60231/51 STS ELEMENTS

TASKS	PERCENT PERFORMING						TASK DIFF
	TNG EMP	1-24 TAFMS (N=231)	1-48 TAFMS (N=464)	60251 (N=550)	FRT* TRFC (N=153)	PACK* CRATE (N=145)	FRT* HAND (N=71)
I750 MATCH CARRIER FREIGHT WAY BILLS WITH MEMORANDUM COPIES OF GBL	2.46	19	17	15	30	2	31
H650 WEIGH ITEMS	2.44	51	47	45	50	79	18
I754 PERFORM AS SPOTTER DURING UNLOADING OPERATIONS	2.44	46	40	38	60	34	55
H525 CRATE CARGO FOR STORAGE	2.41	20	21	23	5	59	-
I658 ANNOTATE TCMD FOR DAMAGED SHIPMENTS	2.39	14	15	15	30	1	23
I659 ANNOTATE TCMD FOR OVER SHIPMENTS	2.39	15	16	14	31	1	27
I764 PREPARE AND MAINTAIN UNITED PARCEL SERVICE (UPS) SHIPMENT LOGS	2.39	14	15	13	29	5	17

- Denotes 0 percent

* 1st enlistment personnel in:
STG141 (FREIGHT TRAFFIC)
STG240 (PACKING AND CRATING)
STG091 (FREIGHT HANDLING)

TE Mean = 1.30 S.D. = 1.06
TD Mean = 5.00 S.D. = 1.00

Plans of Instruction

Training development branch personnel also matched inventory tasks to learning objectives of the two ABR courses. A computer product was created for each POI listing the learning objectives, tasks matched, percent first-job and first-enlistment AFSC 602X0 respondents performing, TE, TD, and Automated Training Index (ATI) values. These products were studied to identify objectives matched to tasks performed by more than 30 percent of either TAFMS group respondents. Each POI will be discussed separately below.

3ABR60230 Plan of Instruction. Like the STS, this POI was reviewed using percent of all first-job and first-enlistment AFSC 602X0 personnel, as well as percent of first-enlistment AFSC 602X0 Inbound/Outbound Personal Property, TMO Passenger, and Quality Control personnel performing matched tasks. This approach was taken due to the overall diversity within the 602X0 career ladder.

The following objectives are not supported by survey data and should be considered for removal from the POI:

- IVlb - Determine cost of shipping household goods using carrier tariffs and government rate printouts
- IVlc - State facts relating to purpose of consolidating personal property shipments
- IVle - Identify the customs documentation required on personal property shipments to and from overseas
- IVlg - State facts relating to purpose and procedures for posting and maintaining traffic distribution records
- IVlh - Prepare required MILSTAMP documentation for the movement of personal property
- IVli - State procedure needed to maintain contract service records
- IVlj - List information necessary to prepare a purchase order (AF Form 9)
- IVll - Identify the process required to perform a cost comparison between government and commercial storage facilities
- IVln - Describe procedure for processing a contract service invoice
- IVlo - Identify facts and procedures necessary to arrange a DITY move
- IVlp - Prepare DITY move documentation
- IVls - Describe procedures for arranging movement of personal property for heirs of deceased personnel
- IVlt - Explain procedures required to maintain outbound personal property record files
- Vlb - Describe procedures for verifying the need for and certifying the use of additional temporary storage
- Vlc - State facts applicable to processing excess transportation cost rebuttals
- V2e - Prepare reweigh data reports

These objectives, with matched tasks and percent performing data for the various groups of respondents, are listed in Table 17.

Like the STS analysis, tasks not matched to the POI were also reviewed. Those with high TE and performed by more than 30 percent members of any of the criterion groups are listed in Table 18. The only trend observed is that some deal with filling out forms, and five are the same tasks not matched to the STS. Training personnel need to review these to determine if they are already included in supported objectives or if they suggest material that should be added to the course.

Next, unsupported POI objectives and STS elements were compared to see if they deal with the same topics. The following topics are unsupported in both the STS and POI and should be considered for removal from both documents:

- Determine cost of shipping household goods using carrier tariffs and government rate printouts (10b-IV1B)
- Cost comparison between government and commercial storage facilities (10c-IV1L)
- Consolidating shipments (10h-IV1C)
- Traffic distribution records (11j(1)-IV1G)
- Contract service records (11j(2)-IV1I)
- Maintain personal property record files (11j(6)-IV1T)
- Prepare DITY documentation (11n-IV1P)

3ABR60231 Plan of Instruction. Like the STS, this POI was reviewed using percent of all first-job and first-enlistment AFSC 602X1 personnel, as well as first-enlistment AFSC 602X1 Freight Traffic, Packing and Crating, and Freight Handling personnel performing matched tasks. Of the 50 objectives with tasks matched, only 12 are supported using percent of total first-job or first-term data, while 35 are supported using percent of first-job or first-term data across functional job groups.

The following objectives are not supported by the survey data:

- 16e - Identify facts pertinent to embargoes and emergency conditions in the transportation system
- 16i - Identify facts pertinent to Domestic Freight Routing Request and Order (DD Form 1085)
- 16j - Identify facts regarding Export Traffic Release Requests
- IIIb - Complete rail and motor records
- IIIf - Identify requirements using commercial bills of lading
- III3c - Identify basic facts about cushioning items for shipment
- III3f - Identify basic facts pertaining to the bench stock operation for packaging
- III4a - Identify facts pertaining to the reusable container program
- III4c - Identify basic facts regarding packaging industrial plant equipment

TABLE 17

UNSUPPORTED ABR60230 LEARNING OBJECTIVES

POI OBJECTIVE AND MATCHED TASKS	TNG EMP	PERCENT PERFORMING					TASK DIFF
		1-24 TAFMS (N=127)	1-48 TAFMS (N=233)	IN/OUT* P P (N=120)	TMO* PASS (N=59)	QC* (N=23)	
IVIB. DETERMINE THE COST OF SHIPPING HOUSEHOLD GOODS USING CARRIER TARIFFS AND GOVERNMENT RATE PRINTOUTS.							
G406 COMPUTE SHIPMENT TRANSPORTATION COSTS	4.10	16	16	18	8	13	5.61
I664 AUDIT AND CERTIFY COSTS OF ACCESSORIAL SERVICES	2.68	8	6	4	3	13	5.53
E260 MAINTAIN COMPUTER LISTING FILES	1.76	11	10	12	2	4	4.11
IVIC. STATE FACTS RELATING TO THE PURPOSE OF CONSOLIDATING PERSONAL PROPERTY SHIPMENTS.							
G493 SELECT SHIPMENTS FOR CONSOLIDATION	4.29	8	8	8	-	-	4.30
G406 COMPUTE SHIPMENT TRANSPORTATION COSTS	4.10	16	16	18	3	13	5.61
G437 DETERMINE SHIPMENT COMPATIBILITIES	3.00	1	3	2	2	-	5.27
IVIE. IDENTIFY CUSTOMS DOCUMENTATION REQUIRED ON PERSONAL PROPERTY SHIPMENTS TO AND FROM OVERSEAS AREAS.							
N1171 PREPARE DD FORMS 1252 AND 1252-1 (US CUSTOMS DECLARATION OR PERSONAL PROPERTY SHIPMENTS)	3.27	8	8	7	7	22	4.27
N1173 PREPARE DD FORMS 1434 (CUSTOMS DECLARATION (UK) FOR IMPORTATION OF PERSONAL EFFECTS OF US FORCES PERSONNEL)	3.20	14	13	14	5	13	4.48
N1174 PREPARE DD FORMS 1727 (CUSTOMS DECLARATION (RP) FOR IMPORTATION OF PERSONAL PROPERTY & POV OF US FORCES PERSONNEL)	3.20	11	11	12	5	9	4.41
N1172 PREPARE DD FORMS 1253 AND 1253-1 (MILITARY CUSTOMS INSPECTION LABEL AND TAG)	2.68	4	2	-	3	4	4.42
N1180 PREPARE OUTBOUND SHIPMENT CUSTOMS DOCUMENTS	2.41	7	7	5	3	9	4.92

- Denotes 0 percent

* 1st enlistment personnel in:

STG065 (INBOUND/OUTBOUND PERSONAL PROPERTY)

STG090 (TMO PASSENGER)

STG060 (QUALITY CONTROL)

TE Mean = 1.30 S.D. = 1.06

TD Mean = 5.00 S.D. = 1.00

TABLE 17 (CONTINUED)

UNSUPPORTED ABR60230 LEARNING OBJECTIVES

POI OBJECTIVE AND MATCHED TASKS	TNG EMP	PERCENT PERFORMING					QC* (N=23)	TASK DIFF
		1-24 TAFMS (N=127)	1-48 TAFMS (N=233)	IN/OUT* P P (N=120)	TMO* PASS (N=59)			
IVIG. STATE FACTS RELATING TO THE PURPOSE AND PROCEDURES FOR POSTING AND MAINTAINING TRAFFIC DISTRIBUTION RECORDS (TDR).								
E280 MAINTAIN TONNAGE DISTRIBUTION RECORDS (TDR)	4.54	11	10	8	-	-	-	6.00
IVIH. PREPARE MILSTAMP DOCUMENTATION FOR THE MOVEMENT OF PERSONAL PROPERTY.								
G455 PREPARE DD FORMS 1384 (TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT)	4.80	22	18	18	7	9	9	4.89
H564 MAINTAIN TRANSPORTATION CONTROL NUMBER (TCN) LOGS	3.29	9	8	11	5	-	-	3.61
H612 PREPARE PERSONAL PROPERTY DOCUMENT PACKETS	3.07	12	11	15	5	4	4	4.58
IVII. STATE THE PROCEDURE NEEDED TO MAINTAIN CONTRACT SERVICE RECORDS.								
I743 MAINTAIN NONTEMPORARY (NOTEMP) EXPIRATION DATE LOGS	3.22	6	5	2	-	-	-	4.82
IVIJ. LIST INFORMATION NECESSARY TO PREPARE A PURCHASE ORDER (AF FORM 9).								
E290 PREPARE AF FORMS 9 (REQUEST FOR PURCHASE)	1.51	5	5	5	2	-	-	5.47
G418 COORDINATE SPECIAL PACKAGING REQUIREMENTS WITH CIVILIAN AGENCIES	1.20	2	2	2	-	-	-	5.68

- Denotes 0 percent

* 1st enlistment personnel in:

STG065 (INBOUND/OUTBOUND PERSONAL PROPERTY)

STG090 (TMO PASSENGER)

STG060 (QUALITY CONTROL)

TE Mean = 1.30 S.D. = 1.06

TD Mean = 5.00 S.D. = 1.00

TABLE 17 (CONTINUED)

UNSUPPORTED ABR60230 LEARNING OBJECTIVES

POI OBJECTIVE AND MATCHED TASKS	TNG EMP	PERCENT PERFORMING					QC* (N=23)	TASK DIFF
		1-24 TAFMS (N=127)	1-48 TAFMS (N=233)	IN/OUT* P P (N=120)	TM0* PASS (N=59)			
IV1L. IDENTIFY THE PROCESS REQUIRED TO PERFORM A COST COMPARISON BETWEEN GOVERNMENT AND COMMERCIAL STORAGE FACILITIES.	4.10	16	16	18	3		13	5.61
G406 COMPUTE SHIPMENT TRANSPORTATION COSTS								
IV1N. DESCRIBE THE PROCEDURE FOR PROCESSING A CONTRACT SERVICE INVOICE.								
I663 AUDIT AND CERTIFY CONTRACTOR INVOICES, SUCH AS DIRECT PROCUREMENT METHOD (DPM), LOCAL MOVES, OR ONE-TIME CONTRACTS	3.56	11	9	8	3		13	5.57
I667 AUDIT AND CERTIFY NONTEMPORARY STORAGE (NOTEMPS) INVOICES	3.00	4	3	1	-		-	5.81
IV1O. IDENTIFY THE FACTS AND PROCEDURES TO ARRANGE A DITY MOVE.								
H603 PREPARE DOCUMENTATION FOR DO-IT-YOURSELF MOVES G431 DETERMINE CONSIGNMENT INSTRUCTIONS	5.59 3.71	14 16	14 17	16 23	3 2		4 4	6.10 4.71
IV1P. PREPARE DO-IT-YOURSELF MOVE DOCUMENTATION.								
H603 PREPARE DOCUMENTATION FOR DO-IT-YOURSELF MOVES H594 PREPARE DD FORMS 1155 (ORDER FOR SUPPLIES OR SERVICES/REQUEST FOR QUOTATIONS)	5.59 1.98	14 8	14 7	16 8	3 2		4 -	6.10 5.63
I669 AUDIT DD FORMS 1155 (ORDER FOR SUPPLIES OR SERVICES/REQUEST FOR QUOTATIONS)	1.88	2	3	4	-		-	5.60

- Denotes 0 percent

* 1st enlistment personnel in:

STG065 (INBOUND/OUTBOUND PERSONAL PROPERTY)

STG090 (TMO PASSENGER)

STG060 (QUALITY CONTROL)

TE Mean = 1.30 S.D. = 1.06

TD Mean = 5.00 S.D. = 1.00

TABLE 17 (CONTINUED)

UNSUPPORTED ABR60230 LEARNING OBJECTIVES

POI OBJECTIVE AND MATCHED TASKS	TNG EMP	PERCENT PERFORMING					QC* (N=23)	TASK DIFF
		1-24 TAFMS (N=127)	1-48 TAFMS (N=233)	IN/OUT* P P (N=120)	TMO* PASS (N=59)			
IV1S. DESCRIBE THE PROCEDURES FOR ARRANGING MOVEMENT OF PERSONAL PROPERTY FOR ELIGIBLE HEIRS.								
G431 DETERMINE CONSIGNMENT INSTRUCTIONS	3.71	16	17	23	2	4	4	4.71
G490 SELECT COMMERCIAL CARRIERS FOR SHIPMENT MOVEMENT	3.20	16	13	13	5	-	-	4.59
G496 SELECT STORAGE CONTRACTORS	1.59	4	6	3	-	-	-	4.99
IV1T. EXPLAIN PROCEDURES FOR MAINTAINING OUTBOUND PERSONAL PROPERTY RECORD FILES.								
I745 MAINTAIN NOTEMP STORAGE CASE FILES	3.29	5	4	2	-	-	-	5.05
F369 MONITOR PERSONAL PROPERTY TEMPORARY STORAGE EXPIRATION DATES	3.12	11	10	14	2	-	-	4.35
VTB. DESCRIBE PROCEDURES FOR VERIFYING THE NEED FOR AND CERTIFYING THE USE OF ADDITIONAL TEMPORARY STORAGE.								
I772 PREPARE DD FORMS 1857 (TEMPORARY COMMERCIAL STORAGE AT GOVERNMENT EXPENSE)	3.63	16	18	24	10	4	4	3.87
VTC. STATE FACTS APPLICABLE TO PROCESSING EXCESS TRANSPORTATION COST REBUTALS.								
I688 COMPILER EXCESS COST REBUTAL DATA	3.44	3	5	4	3	-	-	6.15
V2E. PREPARE REWEIGH DATA REPORTS.								
H597 PREPARE DD FORMS 1671 (REWEIGH OF PERSONAL PROPERTY)	4.56	19	18	28	5	9	9	3.98

- Denotes 0 percent

* 1st enlistment personnel in:

STG065 (INBOUND/OUTBOUND PERSONAL PROPERTY)

STG090 (TMO PASSENGER)

STG060 (QUALITY CONTROL)

TE Mean = 1.30 S.D. = 1.06

TD Mean = 5.00 S.D. = 1.00

TABLE 18

TASKS WITH MORE THAN 30 PERCENT RESPONDENTS PERFORMING AND HIGH TE
NOT MATCHED TO ABR60230 LEARNING OBJECTIVES

TASKS	TNG EMP	PERCENT PERFORMING					QC* (N=23)	TASK DIFF
		1-24 TAFMS (N=127)	1-48 TAFMS (N=233)	IN/OUT* P P (N=120)	TMO* PASS (N=59)			
H598 PREPARE DD FORMS 1780 (REPORT OF CARRIER SERVICES, PERSONAL PROPERTY SHIPMENT)	4.63	24	23	30	3	48	4.19	
H626 REVIEW DD FORMS 1299 (APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY)	4.51	44	40	58	12	30	4.77	
E311 REVIEW GOVERNMENT BILLS OF LADING (GBL)	4.22	38	36	48	8	43	4.70	
I784 PREPARE SF FORMS 1200 (GOVERNMENT BILL OF LADING CORRECTION NOTICE)	4.07	25	23	32	8	4	4.40	
I815 TRACE PERSONAL PROPERTY SHIPMENTS	4.07	35	34	48	10	26	5.04	
C147 PERFORM QUALITY CONTROL INSPECTIONS	3.46	12	11	3	2	87	5.02	
F341 ISSUE LETTERS OF SUSPENSION AGAINST COMMERCIAL CARRIERS	3.12	8	7	3	-	61	4.83	
E238 COMPILE DATA FOR REPORTS	2.93	19	19	18	12	39	5.08	
C152 REVIEW MESSAGES	2.80	22	24	25	22	35	4.84	
H648 VERIFY SHIPMENT WEIGHTS	2.80	20	17	17	3	39	3.85	
J963 PROCESS CIRCUITOUS TRAVEL REQUESTS	2.51	10	11	-	44	4	5.75	
I767 PREPARE DAMAGED SHIPMENT REPORTS	2.49	4	5	2	-	35	4.54	

- Denotes 0 percent

* 1st enlistment personnel in:

STG065 (INBOUND/OUTBOUND PERSONAL PROPERTY)

STG090 (TMO PASSENGER)

STG060 (QUALITY CONTROL)

TE Mean = 1.30 S.D. = 1.06

TD Mean = 5.00 S.D. = 1.00

- IV2c - Complete statements about the Traffic Management Workload Reporting and Productivity System (TWRAPS)
- IV4a - Match definitions or statements to information regarding customs requirements
- IV5c - Operate a 4,000 pound forklift within a designated area.

These objectives, the matched tasks, and performance figures are listed in Table 19. Because they are unsupported, these objectives should be considered for elimination from the POI. Doing so could reduce the course by 25 hours.

Training personnel need to review not only unsupported POI objectives, but also tasks having high TE and more than 30 percent criterion groups performing, listed in Table 20. Some tasks may be included in supported objectives or they may suggest topics that should be added to the POI.

The final step of this analysis was to compare unsupported AFSC 602X1 STS elements and ABR60231 POI objectives to determine if they deal with the same topics. The following topics are unsupported in both documents and should be eliminated:

- Routing shipments considering embargoes and emergency conditions (7g(3), 7g(4)-I6E)
- Function of reusable containers (10b-III4A)
- Kinds of reusable containers (10c-III4A)
- Customs requirements (13d-IV4a)

Summary

Both the STS and POI for these two AFSCs were evaluated using total first-job, first-enlistment, and 5-skill level members, as well as first-enlistment functional group respondents. Functional group data were used due to the diversity found with both career ladders. Training personnel need to carefully review the STS and POI for each AFSC using computer products contained in the Training Extract. Overall, both STSs and POIs were generally supported by survey data; however, both documents contained quite a few unsupported elements and objectives, as well as many unreferenced tasks. In addition, 3-level course training codes in both STSs need to be reviewed to ensure they are in accordance with AFR 8-13 and ATCR 52-22.

TABLE 19

UNSUPPORTED ABR60231 LEARNING OBJECTIVES

POI OBJECTIVE AND MATCHED TASKS	TNG EMP	PERCENT PERFORMING					TASK DIFF
		1-24 TAFMS (N=231)	1-48 TAFMS (N=464)	FRT* TRFC (N=153)	PACK* CRATE (N=145)	FRT* HAND (N=71)	
6E. IDENTIFY FACTS PERTINENT TO EMBARGOES AND EMERGENCY CONDITIONS IN THE TRANSPORTATION SYSTEM.							
G477 REQUEST SHIPPING INSTRUCTIONS FOR EMERGENCY SHIPMENTS	1.76	6	8	16	6	-	5.59
Y6I. IDENTIFY FACTS PERTINENT TO DOMESTIC FREIGHT ROUTING REQUEST AND ORDER (DD FORM 1085).							
G458 PREPARE DOMESTIC FREIGHT ROUTING REQUESTS	2.68	8	9	22	-	-	5.48
G479 REQUEST SHIPPING INSTRUCTIONS FOR VOLUME SHIPMENTS	1.98	4	6	12	3	1	5.44
G478 REQUEST SHIPPING INSTRUCTIONS FOR SPECIAL SHIPMENTS	1.85	11	11	21	10	1	5.10
G475 PREPARE STANDING ROUTE ORDER (SRO) REQUESTS	1.73	4	4	11	-	-	5.55
Y6J. IDENTIFY FACTS REGARDING EXPORT TRAFFIC RELEASE REQUESTS.							
G459 PREPARE EXPORT TRAFFIC RELEASES	2.83	6	6	16	1	-	6.07
H618 PROCURE EXPORT CLEARANCES	1.76	3	3	9	-	-	5.52
Y11B. COMPLETE RAIL AND MOTOR RECORDS.							
F355 MAINTAIN INBOUND AND OUTBOUND RAILCAR LOGS	2.17	4	5	12	-	1	3.96
E271 MAINTAIN RAILROAD CARD RECORD FILES	1.37	2	3	8	-	1	4.07

- Denotes 0 percent

* 1st enlistment personnel in:

STG141 (FREIGHT TRAFFIC)

STG240 (PACKING AND CRATING)

STG091 (FREIGHT HANDLING)

TE Mean = 1.30 S.D. = 1.06

TD Mean = 5.00 S.D. = 1.00

TABLE 19 (CONTINUED)

UNSUPPORTED ABR60231 LEARNING OBJECTIVES

POI OBJECTIVE AND MATCHED TASKS	TNG EMP	PERCENT PERFORMING					TASK DIFF
		1-24 TAFMS (N=231)	1-48 TAFMS (N=464)	FRT* TRFC (N=153)	PACK* CRATE (N=145)	FRT* HAND (N=71)	
111F. IDENTIFY REQUIREMENTS USING COMMERCIAL BILLS OF LADING.							
I695 CONVERT CBL TO GBL	3.32	7	8	20	1	4	4.87
G454 PREPARE COMMERCIAL BILLS OF LADING (CBL)	2.32	12	13	29	4	3	4.80
1113C. IDENTIFY BASIC FACTS ABOUT CUSHIONING ITEMS FOR SHIPMENT.							
H536 FABRICATE SPACERS	.88	10	9	3	23	-	4.92
1113F. IDENTIFY BASIC FACTS PERTAINING TO THE BENCH STOCK OPERATION FOR PACKAGING.							
F344 MAINTAIN BENCH STOCKS	.63	6	9	3	25	-	4.51
1114A. IDENTIFY FACTS PERTAINING TO THE REUSABLE CONTAINER PROGRAM.							
E272 MAINTAIN REUSABLE CONTAINER PROGRAM RECORDS	1.98	5	5	8	7	-	4.53
1114C. IDENTIFY BASIC FACTS REGARDING PACKAGING INDUSTRIAL PLANT EQUIPMENT (IPE).							
H609 PREPARE INDUSTRIAL PLANT EQUIPMENT (IPE) FOR SHIPMENT	1.41	11	8	3	21	-	5.76

- Denotes 0 percent
 * 1st enlistment personnel in:
 STG141 (FREIGHT TRAFFIC)
 STG240 (PACKING AND CRATING)
 STG091 (FREIGHT HANDLING)

TE Mean = 1.30 S.D. = 1.06
 TD Mean = 5.00 S.D. = 1.00

TABLE 19 (CONTINUED)

UNSUPPORTED ABR60231 LEARNING OBJECTIVES

PO1 OBJECTIVE AND MATCHED TASKS	TNG EMP	PERCENT PERFORMING					TASK DIFF
		1-24 TAFMS (N=231)	1-48 TAFMS (N=464)	FRT* TRFC (N=153)	PACK* CRATE (N=145)	FR1* HAND (N=71)	
IV2C. COMPLETE STATEMENTS ABOUT THE TRAFFIC MANAGEMENT WORKLOAD REPORTING AND PRODUCTIVITY SYSTEM (TWRAPS).							
E304 PREPARE TRANSPORTATION WORKLOAD REPORTS (TWRAPS)	3.76	8	12	17	8	7	5.69
E312 REVIEW TWRAPS	2.63	6	8	12	5	4	5.07
IV4A. MATCH DEFINITIONS OR STATEMENTS WITH CUSTOM REQUIREMENTS.							
N1166 PERFORM CUSTOM INSPECTIONS	2.37	3	5	5	9	-	5.46
N1181 REDLINE SHIPMENTS	2.12	-	0	1	1	-	5.04
N1158 CONTROL CUSTOMS STAMPS	1.56	2	2	3	4	-	4.75
IV5C. OPERATE A 4,000 POUND FORKLIFT IN A DESIGNATED AREA.							
F330 INSPECT MATERIALS HANDLING EQUIPMENT (MHE) PRIOR TO OPERATION	2.34	19	21	28	18	20	3.74
F372 PERFORM VEHICLE PRE- OR POSTOPERATIONAL INSPECTIONS	2.07	13	16	24	16	8	3.72
F390 REVIEW AFTO OPERATOR INSPECTION FORMS	1.63	7	9	15	5	8	3.99
F370 PERFORM EQUIPMENT PRE- OR POSTOPERATIONAL INSPECTIONS	1.20	10	9	14	10	3	4.49

- Denotes 0 percent

* 1st enlistment personnel in:

STG141 (FREIGHT TRAFFIC)

STG240 (PACKING AND CRATING)

STG091 (FREIGHT HANDLING)

TE Mean = 1.30 S.D. = 1.06

TD Mean = 5.00 S.D. = 1.00

TABLE 20

SAMPLE OF TASKS WITH MORE THAN 30 PERCENT RESPONDENTS PERFORMING AND HIGH TE
NOT MATCHED TO ABR60231 LEARNING OBJECTIVES

TASKS	PERCENT PERFORMING						TASK DIFF
	TNG ENP	1-24 TAFMS (N=231)	1-48 TAFMS (N=464)	FRT* TRFC (N=153)	PACK* CRATE (N=143)	FRT* HAND (N=71)	
G398 ANNOTATE ACTUAL WEIGHTS ON SHIPPING DOCUMENTS	3.85	52	52	68	70	25	3.13
H572 MARK HAZARDOUS SHIPMENTS	3.54	35	33	29	68	3	4.99
H506 ANNOTATE DD FORMS 1387-2 (SPECIAL HANDLING DATA/CERTIFICATION)	3.39	22	23	22	45	7	5.88
H571 MARK CLASSIFIED SHIPMENTS	3.32	29	28	24	63	1	5.29
H564 MAINTAIN TRANSPORTATION CONTROL NUMBER LOGS	3.29	41	41	71	40	14	3.66
G399 ANNOTATE AGREED WEIGHTS ON SHIPPING DOCUMENTS	3.27	23	20	28	30	4	3.25
H560 LABEL CLASSIFIED SHIPMENTS	3.10	37	34	29	72	-	4.97
H566 MAKE ENTRIES ON DD FORMS 1149 (REQUISITION AND INVOICE/SHIPPING DOCUMENT)	3.10	48	48	69	64	8	4.01
H524 CRATE CARGO FOR SHIPMENT	2.85	31	30	18	74	-	5.60
G500 VERIFY COMPLETENESS OF DD FORMS 1387-2 (SPECIAL HANDLING DATA/CERTIFICATION)	2.80	21	25	31	36	8	6.23
I648 VERIFY SHIPMENT WEIGHTS	2.80	37	35	44	52	20	3.85
H581 PACKAGE SMALL PARCELS FOR SHIPMENT	2.76	43	40	34	86	4	4.18
H579 PACKAGE GENERAL FREIGHT FOR SHIPMENT	2.68	45	41	41	79	3	4.68
H563 LABEL SPECIAL SHIPMENTS	2.49	29	26	33	52	1	4.66
H575 PACKAGE CARGO FOR SHIPMENT	2.46	44	43	36	90	3	5.01
H650 WEIGH ITEMS	2.44	51	47	50	79	18	3.23
I678 BREAK DOWN AND IN-CHECK FREIGHT	2.41	32	28	46	14	45	4.41
H620 REJECT IMPROPER SHIPMENTS	2.37	26	28	31	51	10	4.58
I735 LOAD HAZARDOUS FREIGHT INTO SURFACE VEHICLES	2.37	29	27	56	10	24	5.30

- Denotes 0 percent

* 1st enlistment personnel in:

STG141 (FREIGHT TRAFFIC)

STG240 (PACKING AND CRATING)

STG091 (FREIGHT HANDLING)

TE Mean = 1.30 S.D. = 1.06

TD Mean = 5.00 S.D. = 1.00

PART 5

AFSC 605XX

CAREER LADDER PROGRESSION

Jobs descriptions for the various AFSC 605XX skill level groups were compared to identify similarities and differences in tasks performed and time spent on duties. Members of these career ladders also progress typically as members holding higher skill levels do more supervising and managing and perform fewer technical tasks.

Skill Level Descriptions

DAFSC 60530/50. Members with these DAFSCs have a 72 percent time-spent overlap on common tasks. Most AFSC 60530/50 personnel are Passenger Service Clerks (Table 21) and spend most of their time on the passenger function duty (Table 22). The combined job description listed in Table B7 of Appendix B, shows tasks these members perform are related to this one job. The time they spend on the one duty and the tasks they perform are consistent with the Specialty Job Description for this AFSC.

DAFSC 60531/51. Figures in Table 21 show most AFSC 605X1 personnel have the Air Cargo job. Because of this, 3- and 5-skill level AFSC 605X1 members have a 76 percent time-spent overlap on common tasks and spend most of their time on the duties of preparing and moving shipments (Table 22). Representative tasks 3- and 5-skill level AFSC 605X1 members perform are listed in Table B8 of Appendix B. The job they have, time spent on duties, and tasks performed are consistent with the AFR 39-1 Specialty Job Description for this career ladder.

DAFSC 60572. AFSCs 605X0 and 605X1 also merge at the 7-skill level to become Air Transportation Supervisors. Figures in Table 21 show, while some 7-skill level members have passenger service and air cargo jobs, considerably more report being supervisors and spend half their time on supervisory and administrative duties (Table 22). This is clearly shown by the list of representative tasks members of this group perform (Table B9 in Appendix B). Most tasks AFSC 60572 personnel perform are supervisory, which is consistent with the Specialty Job Description for this AFSC.

Tasks that best differentiate between AFSC 60530/50 and 60572 respondents are listed in Table 23, while tasks that best differentiate between AFSC 60531/51 and 60572 respondents are listed in Table 24. In both cases, higher percentages of 3- and 5-skill level members perform technical tasks while a higher percentage of 7-skill level members perform supervisory tasks. Again, this confirms the supervisory role of 7-skill level members.

TABLE 21

AVERAGE PERCENT TIME SPENT ON DUTIES BY AFSC 605XX PERSONNEL
(RELATIVE PERCENT OF JOB TIME)

DUTIES	60530/50 (N=455)	60531/51 (N=1,490)	60572 (N=611)	60599 (N=44)	60500 (N=24)
A ORGANIZING AND PLANNING	4	4	14	24	28
B DIRECTING AND IMPLEMENTING	4	4	11	14	16
C INSPECTING AND EVALUATING	3	3	13	22	24
D TRAINING	4	4	12	9	6
E PERFORMING ADMINISTRATION TASKS	3	5	4	3	2
F PERFORMING GENERAL FUNCTIONS	10	14	6	3	3
G PROCESSING SHIPMENTS: PLANNING FOR MOVEMENT	2	6	4	3	2
H PROCESSING SHIPMENTS: PREPARING FOR MOVEMENT	2	14	5	1	*
I PROCESSING SHIPMENTS: MOVEMENT	3	26	8	2	2
J PERFORMING PASSENGER FUNCTIONS	59	2	8	3	3
K PERFORMING AIR TERMINAL OPERATIONS CENTER (ATOC) FUNCTIONS	3	6	6	4	2
L PERFORMING FLEET SERVICE FUNCTIONS	*	8	2	*	*
M PERFORMING AERIAL DELIVERY FUNCTIONS	-	2	*	*	*
N PERFORMING BORDER CLEARANCE, CUSTOMS, AND RELATED FUNCTIONS	*	*	*	*	*
O PERFORMING WATER PORT LOGISTICS OFFICE (WPLO) FUNCTIONS	*	*	*	-	-
P PERFORMING COMBAT MOBILITY AND MOBILITY PLANS FUNCTIONS	*	1	6	10	10

* Denotes less than 1 percent

- Denotes 0 percent

TABLE 22
PERCENT AFSC 605XX PERSONNEL IN FUNCTIONAL JOBS

JOBS	DAFSC				
	60530/50 (N=455)	60531/51 (N=1490)	60572 (N=611)	60599 (N=44)	60500 (N=24)
IN/OUTBOUND PERSONAL PROPERTY PROPERTY	*	*	-	-	-
QUALITY CONTROL	-	*	*	-	-
FREIGHT TRAFFIC	*	*	*	*	-
PACKING AND CRATING	*	*	-	-	-
SURFACE FREIGHT MOVEMENT	-	*	-	-	-
PASSENGER SERVICE CLERKS	71%	*	12%	2%	4%
TMO PASSENGER CONTROLLERS	3%	-	*	-	-
LOAD PLANNERS	*	7%	6%	2%	-
AIR CARGO	-	3%	3%	-	-
PROCESSORS	2%	42%	14%	2%	-
PALLETS AND NETS	1%	7%	*	-	-
AERIAL DELIVERY	*	4%	*	-	-
FLEET SERVICE	-	4%	2%	-	-
DATA RECORDS	*	9%	3%	2%	-
SUPERVISORS AND ADMINISTRATORS	1%	5%	*	2%	-
PLANS AND MOBILITY	4%	4%	34%	70%	83%
INSTRUCTORS	*	3%	9%	11%	8%
	1%	*	3%	-	-

* Denotes less than 1 percent
- Denotes 0 percent

TABLE 23

EXAMPLES OF TASKS WHICH BEST DIFFERENTIATE BETWEEN DAFSC
60530/50 AND DAFSC 60572 PERSONNEL

TASKS	60530/50 (N=455)	60572 (N=611)	DIFFERENCE
J854 BRIEF PASSENGERS ON FLIGHT ITINERARIES	66	15	51
J858 CLOSE OUT FLIGHTS FOR PASSENGER MOVEMENT	67	16	51
J856 BRIEF PASSENGERS ON TRAVEL RESTRICTIONS	64	14	50
J998 WEIGH AND TAG PASSENGER BAGGAGE	62	14	48
J897 ESCORT PASSENGERS FROM AIRCRAFT	64	16	48
J919 PERFORM ANTIHIJACKING INSPECTIONS OF BAGGAGE	56	11	45
J930 PREPARE BAGGAGE TAG FORMS	56	12	43
C156 WRITE APR	26	67	-41
B54 COUNSEL SUBORDINATES ON JOB PROGRESSION	22	61	-39
B55 COUNSEL SUBORDINATES ON MILITARY-RELATED MATTERS	22	61	-39
A24 ESTABLISH WORK SCHEDULES	20	58	-38
B98 SUPERVISE AIR CARGO SPECIALISTS (AFSC 60551)	4	42	-38
C142 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	19	57	-38
A45 SCHEDULE LEAVES	10	47	-37

TABLE 24

EXAMPLES OF TASKS WHICH BEST DIFFERENTIATE BETWEEN DAFSC
60531/51 AND DAFSC 60572 PERSONNEL

TASKS	60531/51 (N=1,490)	60572 (N=611)	DIFFERENCE
F321 CLEAN WORK AREAS	70	40	30
F317 CLEAN EQUIPMENT	47	20	27
H641 TIE DOWN CARGO AND MAIL TO PALLETS	46	20	26
I753 PERFORM AS SPOTTER DURING LOADING OPERATIONS	53	28	25
H643 TIE DOWN FREIGHT TO PALLETS	41	16	25
F330 INSPECT MATERIALS HANDLING EQUIPMENT (MHE) PRIOR TO OPERATION	51	27	24
F332 INSPECT 463L PALLETS	48	24	24
C156 WRITE APR	21	67	-46
B55 COUNSEL SUBORDINATES ON MILITARY-RELATED MATTERS	20	61	-41
B54 COUNSEL SUBORDINATES ON JOB PROGRESSION	20	61	-41
A24 ESTABLISH WORK SCHEDULES	19	58	-39
A455 SCHEDULE LEAVES	8	47	-39
D208 MAKE ENTRIES ON AF FORMS 623 AND 623A (ON- THE-JOB TRAINING RECORD)	22	61	-39
C151 REVIEW CORRESPONDENCE	9	48	-39

DAFSC 60599/00. Members of these two DAFSC groups have a 71 percent time-spent overlap. Figures in Table 21 show almost all are supervisors and administrators, and Table 22 shows they spend most of their time on the administrative duties. Representative tasks they perform are listed in Table B10 of Appendix B, and the difference in tasks 7-skill level members and these managers perform are shown in Table 25. Seven-skill level members are clearly supervisors and 9-skill level and CEM code personnel are career ladder managers.

Summary

Members of these two career ladders demonstrate the typical pattern of progression. Members holding the 3- and 5-skill levels perform technical aspects of the jobs, 7-skill level respondents perform both technical and supervisory tasks, while 9-skill level and CEM respondents are the administrators and managers of the career ladders.

AFR 39-1 SPECIALTY JOB DESCRIPTION ANALYSIS

Current AFR 39-1 Specialty Descriptions for AFSCs 605X0, 605X1, 60572, and 60599/00 were compared to job descriptions of each specialty job and DAFSC group. Survey data support the current AFR 39-1 Specialty Descriptions. Responsibilities and tasks included in the specialty job descriptions for the individual skill levels are appropriate.

TRAINING ANALYSIS

Occupational survey data provide one of several sources of information which can be used to make training programs more relevant and meaningful. The three most commonly used types of occupational survey information are: (1) percent of first-enlistment personnel performing tasks, (2) ratings of relative difficulty of tasks, and (3) ratings of relative emphasis which should be placed on tasks for first-enlistment training. These data are used to evaluate training documents, including the Specialty Training Standard (STS) and the Plan of Instruction (POI), for each AFSC.

First-Enlistment AFSC 605X0 Personnel

First-Enlistment 605X0 Personnel. There are 233 DAFSC 605X0 airmen in this study with 1-48 months TAFMS. Seventy percent of them hold the 5-skill level. As shown in Figure 3, 68 percent of all first-enlistment AFSC personnel are Passenger Service Clerks, a job consistent with the AFR 39-1 Specialty Job Description for this career ladder. Most of their job time is spent on

TABLE 25

EXAMPLES OF TASKS WHICH BEST DIFFERENTIATE BETWEEN DAFSC
60572 AND DAFSC 60599/00 PERSONNEL

TASKS	60572 (N=611)	60599/00 (N=68)	DIFFERENCE
F321 CLEAN WORK AREAS	40	18	22
I824 UNLOAD HAZARDOUS CARGO FROM AIRCRAFT			
F330 INSPECT MATERIALS HANDLING EQUIPMENT (MHE) PRIOR TO OPERATION	27	10	17
D206 MAKE ENTRIES ON AF FORMS 1098 (SPECIAL TASK CERTIFICATION AND RECURRING TRAINING)	47	35	12
K999 BRIEF AIRCREWS ON AIRCRAFT LOADS	23	12	11
J881 DETERMINE PASSENGER ELIGIBILITY FOR MOVEMENT	17	12	5
A26 PARTICIPATE IN CONFERENCES	52	91	-39
A46 SCHEDULE PERSONNEL FOR TEMPORARY DUTY (TDY) ASSIGNMENTS	29	68	-39
B94 INITIATE PERSONNEL ACTION REQUESTS, SUCH AS AF FORMS 2095 (ASSIGNMENT/PERSONNEL ACTION)	22	59	-37
C153 REVIEW SPECIAL REPORTS, OTHER THAN TRAINING REPORTS	30	66	-36
C150 REVIEW AND EDIT RECOMMENDATIONS FOR AWARDS OR DECORATIONS	25	60	-35
C151 REVIEW CORRESPONDENCE	48	82	-34

FIRST ENLISTMENT AIR PASSENGER AFSC 605X0 PERSONNEL IN FUNCTIONAL JOBS

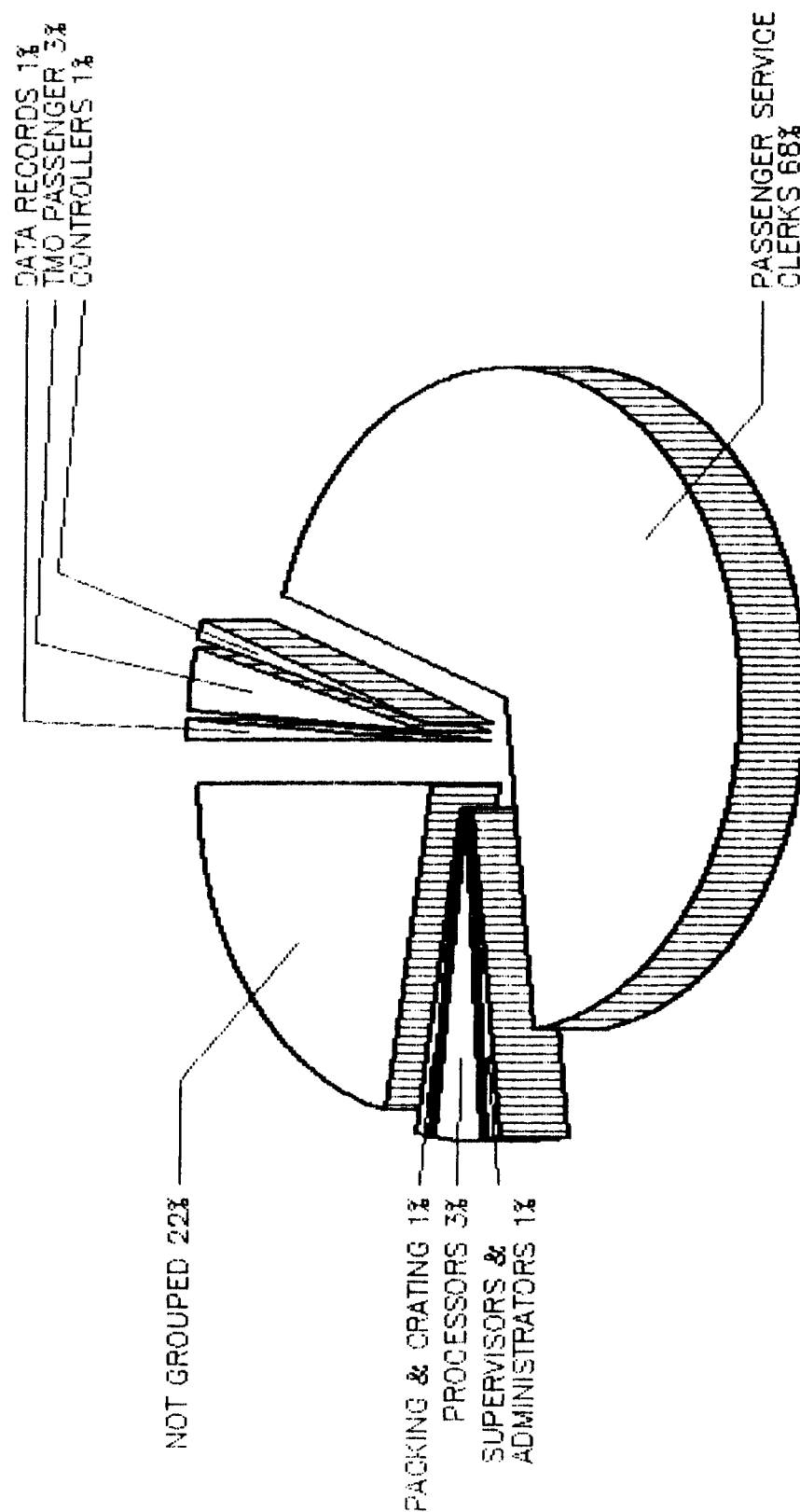


FIGURE 3

Duty J--Performing Passenger Functions (see Table 26). Representative tasks performed by first-term Passenger Service Clerks are presented in Table C8 of Appendix C.

First-Enlistment AFSC 605X1 Personnel. In the AFSC 605X1 career ladder, 894 airmen with 1-48 months TAFMS are included in the survey sample. Seventy-six percent of them hold the 5-skill level. While they have a variety of jobs, most are in the Air Cargo, Fleet Service, and Processor jobs (see Figure 4). Tasks performed by first-enlistment AFSC 605X1 personnel in each of these three job groups are listed in Tables C9-11 of Appendix C.

Time spent on duties (Table 26) also reflects their involvement in these jobs, with 31 percent of their time spent on Duty I (Processing Shipments: Movement), 16 percent on Duty H (Processing Shipments: Preparing for Movement), and 10 percent on Duty L (Performing Fleet Service Functions). These findings are consistent with the AFR 39-1 Specialty Job Description for this career ladder.

Training Emphasis and Task Difficulty. Training Emphasis (TE) and Task Difficulty (TD) ratings are secondary factors that technical school personnel use to decide what tasks should be emphasized in entry-level training. Tasks rated high in TE and TD and performed by moderate to high percentages of first-enlistment personnel are appropriate for resident training, while tasks with high TE and TD ratings and low percentages of first-enlistment personnel performing are more appropriate for OJT. Tasks rated low in TE and TD are generally not included in any formal training unless their inclusion can be justified by percent members performing, command concerns, or criticality. Products in the Training Extract contain several listings of tasks with accompanying TE and TD ratings and percent members performing figures. Training development personnel will find these listings extremely helpful in reviewing training requirements for both the 605X0 and 605X1 career ladders and planning for the proposed merger.

Specialty Training Standards

As with AFSC 602X0/X1, Training Development Branch personnel from the tech school matched inventory tasks to elements of the AFSC 605X0 and 605X1 STSs. A complete computer listing was produced, displaying percent members performing data and TE and TD ratings for each task. Summaries of these data analyses are discussed below.

STS 60530/50. A comprehensive review of STS 60530/50, Air Passenger Specialist, dated June 1985, was made by comparing STS elements to survey data. STS elements with performance codes were reviewed in terms of percent members performing, training emphasis, and task difficulty as stipulated in ATCR 52-22 and AFR 8-13. STS elements containing general career ladder knowledge and information were not reviewed. As stated earlier in this report, elements matched to tasks performed by 20 percent or more of personnel in appropriate experience or skill level groups, such as the first-enlistment (1-48 months TAFMS) and 5-skill level groups, should be considered for inclusion in the STS.

TABLE 26

AVERAGE PERCENT TIME SPENT ON DUTIES BY
FIRST-ENLISTMENT AFSC 605X0/X1 PERSONNEL
(RELATIVE PERCENT OF JOB TIME)

DUTIES	605X0 (N=233)	605X1 (N=894)
A ORGANIZING AND PLANNING	3	3
B DIRECTING AND IMPLEMENTING	2	2
C INSPECTING AND EVALUATING	2	1
D TRAINING	1	2
E PERFORMING ADMINISTRATION TASKS	3	4
F PERFORMING GENERAL FUNCTIONS	12	16
G PROCESSING SHIPMENTS: PLANNING FOR MOVEMENT	3	6
H PROCESSING SHIPMENTS: PREPARING FOR MOVEMENT	3	16
I PROCESSING SHIPMENTS: MOVEMENT	4	31
J PERFORMING PASSENGER FUNCTIONS	63	1
K PERFORMING AIR TERMINAL OPERATIONS CENTER (ATOC) FUNCTIONS	3	4
L PERFORMING FLEET SERVICE FUNCTIONS	*	10
M PERFORMING AERIAL DELIVERY FUNCTIONS	-	3
N PERFORMING BORDER CLEARANCE, CUSTOMS, AND RELATED FUNCTIONS	*	*
O PERFORMING WATER PORT LOGISTICS OFFICE (WPLO) FUNCTIONS	*	*
P PERFORMING COMBAT MOBILITY AND MOBILITY PLANS FUNCTIONS	*	*

* Denotes less than 1 percent

- Denotes 0 percent

FIRST-ENLISTMENT AIR CARGO AFSC 605X1 PERSONNEL IN FUNCTIONAL JOBS

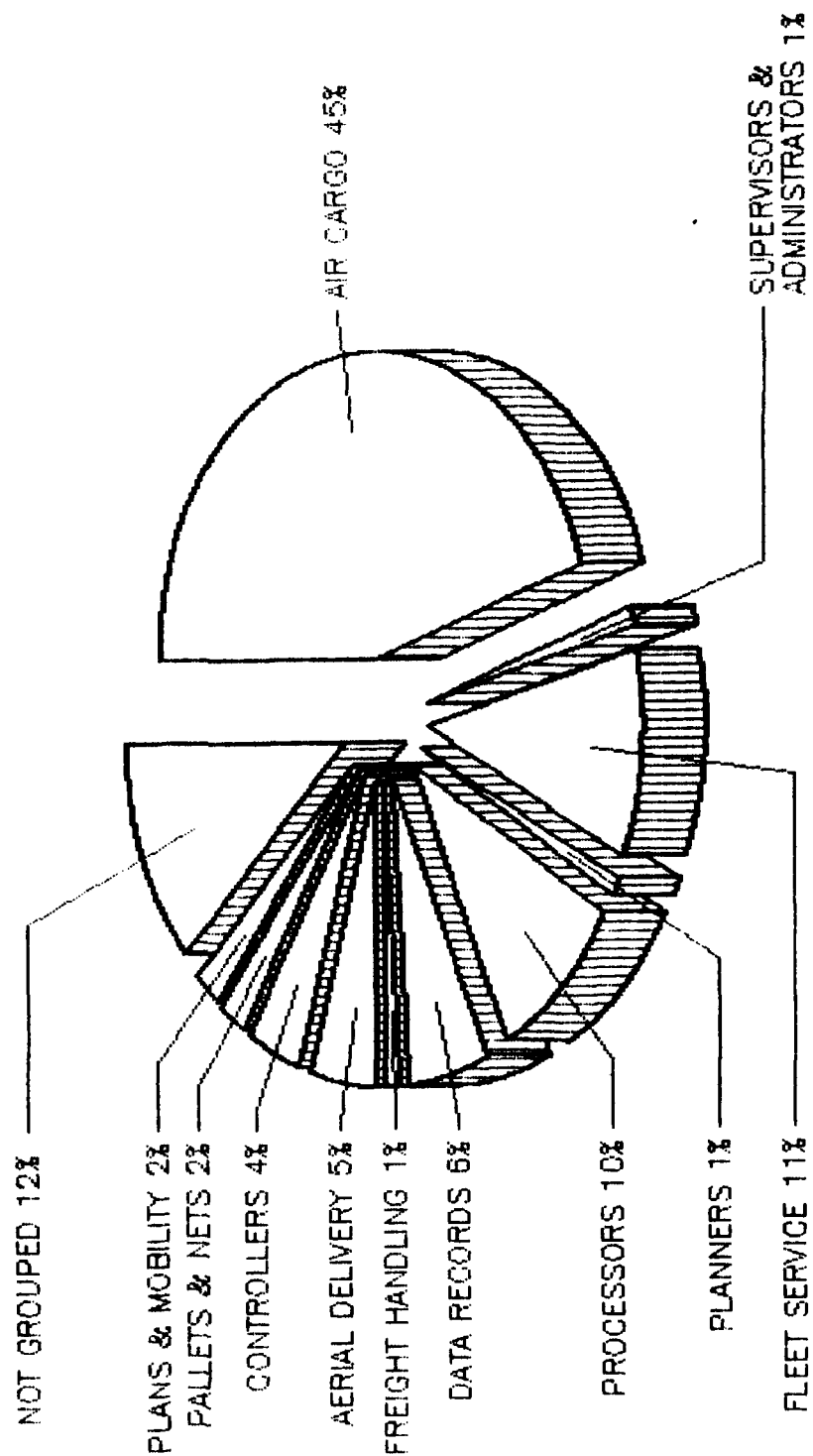


FIGURE 4

The following elements and paragraphs are not supported by tasks performed by more than 20 percent of all first-job, first-enlistment AFSC 605X0, or 5-skill level respondents:

- 5e - Command gateways
- 6a - Airlift requirements
- 8a(1)(b-d) - Airlift capability
- 8a(2)(a) - Prepare manual reservation forms
- 10a(1) - Maintain industrial fund traffic records
- 10b(1) - Prepare command traffic movement reports
- 10b(2) - Prepare traffic irregularity reports
- Paragraph 14 - Automatic Data Processing
- Paragraph 15 - Regulations, manuals, forms, and TOs.

These elements and paragraphs, with matched tasks and performance figures, are listed in Table 27.

As with the other AFSCs, both unsupported elements and tasks not matched were considered. Table 28 lists tasks with high TE performed by more than 20 percent members and not matched to this STS. Even though there are only five tasks, training personnel need to review them to determine if they are included in supported elements and were inadvertently missed in the initial matching or if they suggest topics that need to be added to the STS.

Training codes assigned to the supported elements of this STS were also reviewed. Most elements have appropriate 3-skill level training codes assigned, but according to AFR 8-13 and ATRC 52-22, element 10a(3) - Prepare Mechanized Passenger Manifests - should be changed to a dash (-) because less than 30 percent members perform matched tasks. In addition, elements 8a(2)(b) - Prepare reservation request forms - and 9k(4) - Insure passenger care on deleted missions - should be raised from a dash to either a knowledge or performance level because more than 30 percent members perform matched tasks.

STS 60531/51. Fifty-one of the 179 elements of this STS are unsupported by percent of all first-job, first-enlistment AFSC 605X1, or 60551 respondents performing matched tasks. As with AFSC 602X0/X1, much of this nonsupport can be traced to a diversity of jobs and tasks being performed by 605X1 personnel. Because of this diversity, a second product was created listing STS elements, tasks matched, and percent first-enlistment Air Cargo, Fleet Service, and Processor personnel performing. These three jobs were selected because 66 percent of all first-enlistment AFSC 605X1 personnel are in these three jobs (from Figure 4).

Analysis of this second product reveals 35 elements are still not supported by percent of first-enlistment members in these three major 605X1 job groups. The following elements are candidates for deletion unless otherwise justified:

- 6a - Airlift requirements
- 7b - Mobility workcenters
- 9a - Process intransit data cards

TABLE 27

UNSUPPORTED AFSC 60530/50 STS ELEMENTS

STS ELEMENT AND MATCHED TASKS	TNG EMP	PERCENT PERFORMING			TASK DIFF
		1-24 TAFMS (N=127)	1-48 TAFMS (N=233)	60550 (N=398)	
5E. COMMERCIAL GATEWAYS					
B7: DIRECT PASSENGER RESERVATION CENTERS (PRC)	2.16	6	6	10	7.04
J968 RECONCILE MAC FORMS 117 (PASSENGER LISTS) WITH CARRIER REPORTED MOVEMENTS	1.61	2	5	6	4.78
6A. AIRLIFT REQUIREMENTS					
J876 COORDINATE TRAVEL MOVEMENTS WITH RESERVATION AGENCIES	2.02	10	12	16	4.29
G416 COORDINATE SPECIAL AIRLIFT REQUIREMENTS WITH USERS	1.79	2	2	2	6.00
G471 PREPARE REQUESTS FOR ADDITIONS TO AIRLIFT CAPABILITIES	1.18	2	2	2	5.60
J861 COMPLETE AF FORMS 1546 (REQUEST FOR FLIGHT/SURFACE RESERVATIONS)	1.02	1	3	2	4.50
8A(1)(B). EDIT AIRLIFT CAPABILITY COMPUTER OUTPUT PRODUCTS					
G402 AUDIT AIRLIFT CAPABILITY COMPUTER PRODUCTS	1.14	-	-	2	5.32
8A(1)(C). MAINTAIN ADVANCED PASSENGER RESERVATION LISTINGS					
G443 DETERMINE TRANSPORTATION PRIORITIES	2.80	11	9	12	4.70
G474 PREPARE SPACE BLOCKING REQUESTS	1.93	5	6	5	4.99
J843 ADJUST PASSENGER MOVEMENTS TO SCHEDULES	1.70	11	15	20	5.01

- Denotes 0 percent

TABLE 27 (CONTINUED)

UNSUPPORTED AFSC 60530/50 STS ELEMENTS

TASKS ELEMENT AND MATCHED TASKS	TNG EMP	PERCENT PERFORMING			TASK DIFF
		1-24 TAFMS (N=127)	1-48 TAFMS (N=233)	60550 (N=398)	
8A(1)(D). PREPARE ADDITIONS, DELETIONS, OR ADJUSTMENTS TO AIRLIFT CAPABILITY					
G403 BRIEF APPROPRIATE AGENCIES ON AIRCRAFT DELAYS	2.66	8	10	9	5.08
E291 PREPARE AIRLIFT DATA REPORTS	2.09	2	3	3	5.26
G415 COORDINATE SPECIAL AIRLIFT REQUIREMENTS WITH CONTROLLING AGENCIES	1.84	1	2	3	5.90
F374 PREPARE AIRLIFT REQUESTS	1.38	3	2	2	5.10
J971 REQUEST GROUP TRAVEL ARRANGEMENTS	1.13	5	3	4	4.94
8A(2)(A). PREPARE MANUAL RESERVATION FORMS					
J911 MAINTAIN PASSENGER RESERVATION CARDS	2.38	9	14	12	4.43
9K(1). INSPECT CONTRACTED COMMERCIAL AIRCRAFT					
K1043 PERFORM CONTRACT COORDINATOR (CONCOR) DUTIES FOR COMMERCIAL AIRLIFT	2.43	1	2	4	6.16
F314 ANNOTATE MAC FORMS 8 (CIVIL AIRCRAFT CERTIFICATE)	1.84	-	3	7	4.33
F375 PREPARE CIVIL AIR CARRIER CONTRACT AIRLIFT CHECKLISTS	.45	2	2	3	4.71
E296 PREPARE DD FORMS 1811 (PREWARD SURVEY OF CONTRACTOR'S/CARRIER'S FACILITIES AND EQUIPMENT)	.27	-	-	1	5.41

- Denotes 0 percent

TABLE 27 (CONTINUED)

UNSUPPORTED AFSC 60530/50 STS ELEMENTS

STS ELEMENT AND MATCHED TASKS	TNG EMP	PERCENT PERFORMING			TASK DIFF
		1-24 TAFMS (N=127)	1-48 TAFMS (N=233)	60550 (N=398)	
<u>9K(2). REPORT CONTRACT NONCOMPLIANCE</u>					
E242 DISPOSE OF ACCOUNTABLE FORMS	1.34	2	3	3	4.55
E259 MAINTAIN COMMERCIAL CARRIER PERFORMANCE RECORDS	1.16	1	2	2	5.22
<u>9K(3). ANNOTATE FORMS</u>					
J933 PREPARE COST-CHARGE DOCUMENTATION	1.23	6	4	3	5.52
J934 PREPARE DD FORMS 1341 (REPORT OF COMMERCIAL CARRIER PASSENGER SERVICE)	.89	2	2	1	5.37
F345 MAINTAIN COMMERCIAL CARRIER LOGS	.41	1	3	2	3.91
<u>TOA(1). MAINTAIN INDUSTRIAL FUND TRAFFIC RECORDS</u>					
E238 COMPILE DATA FOR REPORTS	3.57	5	8	12	5.63
E264 MAINTAIN INDUSTRIAL FUND TRAFFIC RECORDS	3.13	1	3	4	4.91
E240 CONTROL ACCOUNTABLE FORMS	2.29	4	4	6	4.87
E246 DISPOSE OF UNCLASSIFIED RECORDS	1.89	7	6	7	3.65
E242 DISPOSE OF ACCOUNTABLE FORMS	1.34	2	3	3	4.55

- Denotes 0 percent

TABLE 27 (CONTINUED)

UNSUPPORTED AFSC 60530/50 STS ELEMENTS

STS ELEMENT AND MATCHED TASKS	TNG EMP	PERCENT PERFORMING			TASK DIFF
		1-24 TAFMS (N=127)	1-48 TAFMS (N=233)	60550 (N=398)	
<u>10B(1). PREPARE COMMAND TRAFFIC MOVEMENT REPORTS</u>					
E241 DISPATCH MESSAGES RELATING TO SHIPMENT MOVEMENTS, OTHER THAN HUMAN REMAINS, CLASSIFIED, AND SENSITIVE CARGO	3.93	5	7	7	5.00
E291 PREPARE AIRLIFT DATA REPORTS	3.57	5	8	12	5.26
E247 DISPOSE OF UNCLASSIFIED REPORTS	1.89	6	5	5	3.56
E244 DISPOSE OF CLASSIFIED REPORTS	1.52	4	3	2	5.31
<u>10B(2). PREPARE TRAFFIC IRREGULARITY REPORTS</u>					
E238 COMPILE DATA FOR REPORTS	3.57	5	8	12	5.63
E247 DISPOSE OF UNCLASSIFIED REPORTS	1.89	6	5	5	3.56
<u>14A. PASSENGER PROCESSING DATA SYSTEMS</u>					
F391 SCHEDULE COMPUTER TIME FOR UPDATES	.48	4	2	2	4.43
<u>14B. OPERATE DATA AUTOMATION EQUIPMENT, SUCH AS PERIPHERALS AND KEYPUNCH MACHINES</u>					
E291 PREPARE AIRLIFT DATA REPORTS	2.09	2	3	3	5.26
E288 PREPARE AF FORMS 1530 (PUNCH CARD TRANSCRIPT)	.61	-	1	1	4.32
<u>15A. IDENTIFY TRANSPORTATION MANUALS AND FORMS</u>					
A23 ESTABLISH PUBLICATION LIBRARIES	.43	1	2	4	6.06

- Denotes 0 percent

TABLE 28
TASKS WITH MORE THAN 20 PERCENT MEMBERS PERFORMING AND HIGH TE
NOT MATCHED TO AFSC 60530/50 STS ELEMENTS

TASKS	TNG EMP	PERCENT PERFORMING			TASK DIFF
		1-24 TAFMS (N=127)	1-48 TAFMS (N=233)	60550 (N=398)	
F357 MAINTAIN MISSION FOLDERS	4.89	20	21	24	4.73
F380 PREPARE MISSION FOLDERS	4.48	35	35	34	4.71
F390 REVIEW AFTO OPERATOR INSPECTION FORMS	3.86	20	16	16	3.08
G498 TIE DOWN PALLETS WITH 463L NETS FOR SHIPMENT	5.91	22	21	17	3.73
I804 REVIEW MANIFESTS	4.20	26	21	17	4.02

- 9b - Prepare reports on 463L pallets and nets
- 9c(1) - Prepare reports on pilfered shipments
- 9c(2) - Prepare reports on damaged shipments
- 9c(3) - Prepare reports on lost shipments
- 9c(4) - Prepare reports on over shipments
- 9d - Prepare command traffic movement reports
- 9e - Maintain industrial fund traffic records
- 9f - Prepare reports of packaging and handling deficiencies
- 10a(7) - Inspect shipments for packaging
- 10f(4) - Maintain refrigeration and re-icing logs
- 10f(5) - Re-ice shipment and annotate labels
- 10f(6) - Maintain security cage logs
- 10g(5) - Store high priority shipments
- 10k(2) - Prepare documents and identifiers for split shipments
- 10l(3) - Complete manifest or TCMD on terminating cargo
- 11a - Extract and use information from flight schedules and updated messages
- 11b(1) - Disseminate arrival/departure information
- 11b(2) - Prepare arrival/departure messages
- 11e - Monitor and record work center activities
- 11f - Maintain on-hand files
- 11g - Make air terminal inventories
- 11h(3) - Check aircraft load clearances
- 11i(1) - Calculate placement of cargo in aircraft
- 11i(2) - Complete actual weight and balance on DD Form 356-4 or AF Form 295a
- 11j(1) - Prepare pre-load or pre-manifest documents
- 11j(2) - Maintain manifest logs
- 11j(4) - Prepare mechanized cargo/mail air manifest
- 12d(1) - Schedule equipment for use in loading or off-loading
- 12d(7) - Use cargo documentation to annotate discrepancies
- 14a - Types of airdrop
- 14b - Types and methods of airdrop
- 14e - Types of extraction systems.

Most of these elements deal with reports, forms, and paperwork. The lack of support suggests these types of activities are more appropriate for OJT than the resident course, especially in light of the proposed merger of AFSCs 605X0 and 605X1. Unsupported elements, matched tasks, and performance figures are listed in Table 29.

Not only unsupported elements, but also unmatched tasks were reviewed. Tasks with high TE and performed by more than 20 percent members of the various criterion groups are listed in Table 30. A number are related to the Air Cargo job, several to Fleet Service, and others to processing. Training personnel need to review these tasks to determine if they are covered by supported elements or if they suggest material that should be added to the STS.

TABLE 29

UNSUPPORTED AFSC 605X1 STS ELEMENTS

STS ELEMENT AND MATCHED TASKS	PERCENT PERFORMING						TASK DIFF
	TNG EMP	1-24 TAFMS (N=370)	1-48 TAFMS (N=894)	60551 (N=1,271)	AIR* CARGO (N=400)	FLEET* SVC (N=102)	
6A. AIRLIFT REQUIREMENTS.							
G415 COORDINATE SPECIAL AIRLIFT REQUIREMENTS WITH CONTROLLING AGENCIES	1.84	2	4	6	5	1	5.90
9A. PROCESS INTRANSIT DATA CARDS.							
E238 COMPILE DATA FOR REPORTS	3.57	8	10	16	11	2	5.63
E239 COMPLETE INTRANSIT DATA CARDS (IDC)	2.88	4	5	5	11	2	5.17
E240 CONTROL ACCOUNTABLE FORMS	2.29	3	5	7	7	2	4.87
9B. PREPARE REPORTS ON 463L PALLETS AND NETS.							
F381 PREPARE NET REPORTS	4.14	8	11	11	17	-	4.19
F382 PREPARE PALLET REPORTS	4.14	9	12	12	18	3	4.19
E238 COMPILE DATA FOR REPORTS	3.57	8	10	16	11	2	5.63
9C(1). PREPARE REPORTS ON PILFERED SHIPMENTS.							
I775 PREPARE LOST, STOLEN, OR PILFERED SHIPMENT REPORTS	3.68	4	7	7	11	1	5.19
E238 COMPILE DATA FOR REPORTS	3.57	8	10	16	11	2	5.63

- Denotes 0 percent

* 1st enlistment personnel in:
 STG274 (AIR CARGO PERSONNEL)
 STG050 (FLEET SERVICE)
 STG330 (PROCESSORS)

TE Mean = 2.04 S.D. = 1.62
 TD Mean = 5.00 S.D. = 1.00

TABLE 29 (CONTINUED)

UNSUPPORTED AFSC 605X1 STS ELEMENTS

STS ELEMENT AND MATCHED TASKS	PERCENT PERFORMING						
	TNG EMP	1-24 TAFMS (N=370)	1-48 TAFMS (N=894)	60551 (N=1,271)	AIR* CARGO (N=400)	FLEET* SVC (N=102)	PROC* (N=88)
9C(2). PREPARE REPORTS ON DAMAGED SHIPMENTS.							
1775 PREPARE LOST, STOLEN, OR PILFERED SHIPMENT REPORTS	3.68	4	7	7	11	1	2
E238 COMPILER DATA FOR REPORTS	3.57	8	10	16	11	2	1
9C(3). PREPARE REPORTS ON LOST SHIPMENTS.							
1775 PREPARE LOST, STOLEN, OR PILFERED SHIPMENT REPORTS	3.68	4	7	7	11	1	2
E238 COMPILER DATA FOR REPORTS	3.57	8	10	16	11	2	1
9C(4). PREPARE REPORTS ON OVER SHIPMENTS.							
1780 PREPARE OVER SHIPMENT REPORTS	4.54	11	12	10	19	1	2
E238 COMPILER DATA FOR REPORTS	3.57	8	10	16	11	2	1
9D. PREPARE COMMAND TRAFFIC MOVEMENT REPORTS.							
E293 PREPARE CARGO/MAIL ON-HAND STATUS REPORTS	3.88	5	5	6	7	-	6
E238 COMPILER DATA FOR REPORTS	3.57	8	10	16	11	2	1
E303 PREPARE STATION TRAFFIC HANDLING REPORTS	2.89	1	2	4	3	-	1
E291 PREPARE AIRLIFT DATA REPORTS	2.09	2	3	4	3	1	-
E289 PREPARE AF FORMS 295 (MONTHLY STATION TRAFFIC SUMMARY)	1.96	1	3	4	6	-	-
E279 MAINTAIN TECHNICAL ORDER FILES	1.86	2	2	4	4	1	-

- Denotes 0 percent

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 STG050 (FLEET SERVICE)
 STG330 (PROCESSORS)

TE Mean = 2.04 S.D. = 1.62
 TD Mean = 5.00 S.D. = 1.00

TABLE 29 (CONTINUED)
UNSUPPORTED AFSC 605X1 STS ELEMENTS

TASKS	PERCENT PERFORMING							PROC* (N=88)	TASK DIFF	
	TNG EMP	1-24 TAFMS (N=370)	1-48 TAFMS (N=894)	60551 (N=1,271)	AIR* CARGO (N=400)	FLEET* SVC (N=102)				
9E. MAINTAIN INDUSTRIAL FUND TRAFFIC REPORTS										
E238 COMPILER DATA FOR REPORTS	3.57	8	10	16	11	2	1	5.63		
E264 MAINTAIN INDUSTRIAL FUND TRAFFIC REPORTS	3.13	-	1	2	1	1	-	4.91		
E265 MAINTAIN ACCOUNTABLE FORMS FILES	1.41	6	7	7	9	1	-	4.34		
9F. PREPARE REPORTS OF PACKAGING AND HANDLING DEFICIENCIES.										
E238 COMPILER DATA FOR REPORTS	3.57	8	10	16	11	2	1	5.63		
I785 PREPARE SF FORMS 361 (DISCREPANCY IN SHIPMENT REPORT)	3.38	9	9	9	14	1	5	5.05		
I786 PREPARE SF FORM 364 (REPORT OF DISCREPANCY)	3.29	7	7	8	12	2	5	5.16		
I766 PREPARE DAILY SUMMARY MOVEMENT REPORTS	.89	2	2	3	3	1	1	5.42		
TOA(7). INSPECT SHIPMENTS FOR PACKAGING.										
H551 INSPECT ITEMS FOR PACKAGING	1.82	3	5	5	7	1	6	4.86		

- Denotes 0 percent
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STG050 (FLEET SERVICE)
STG330 (PROCESSORS)

TE Mean = 2.04 S.D. = 1.62
TD Mean = 5.00 S.D. = 1.00

TABLE 29 (CONTINUED)

UNSUPPORTED AFSC 605X1 STS ELEMENTS

TASKS ELEMENT AND MATCHED TASKS	PERCENT PERFORMING							PROC* (N=88)	TASK DIFF
	1-24 TAFMS (N=370)	1-48 TAFMS (N=894)	60551 (N=1,271)	AIR* CARGO (N=400)	FLEET* SVC (N=102)				
	TNG EMP								
<u>10F(4). MAINTAIN REFRIGERATION AND RE-ICING LOGS.</u>									
F339 INVENTORY REEFERS	4.59	5	9	11	15	2	1	3.51	
I746 MAINTAIN REFRIGERATION AND RE-ICING LOGS	4.00	4	6	7	11	1	1	4.06	
<u>10F(5). RE-ICE SHIPMENTS AND ANNOTATE LABELS.</u>									
I794 RE-ICE WET ICE SHIPMENTS	4.04	6	9	9	12	4	8	4.24	
I793 RE-ICE DRY ICE SHIPMENTS	3.91	7	10	10	14	5	8	4.40	
H569 MAKE ENTRIES ON DD FORMS 1502-1 (CHILLED MEDICAL MATERIAL SHIPMENT)	3.86	4	7	8	13	-	1	4.44	
H570 MAKE ENTRIES ON DD FORMS 1502-2 (LIMITED UNREFRIGERATED MEDICAL SHIPMENT)	3.77	4	6	8	12	-	1	4.44	
H568 MAKE ENTRIES ON DD FORMS 1502 (FROZEN MEDICAL MATERIAL SHIPMENT)	3.48	4	7	8	13	-	1	4.38	
<u>10F(6). MAINTAIN SECURITY CAGE LOGS.</u>									
F340 INVENTORY SECURITY CAGES	5.50	9	12	12	19	2	2	3.98	
F360 MAINTAIN SECURITY CAGE LOGS	5.11	8	10	11	17	-	7	4.13	
<u>10G(5). STORE HIGH PRIORITY SHIPMENTS.</u>									
I707 EXPEDITE SPECIAL CATEGORY SHIPMENT MOVEMENTS	1.46	6	6	9	12	-	1	4.75	
I707 EXPEDITE SPECIAL CATEGORY SHIPMENT DELIVERIES	1.23	3	4	6	7	-	-	4.73	

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 STG330 (PROCESSORS)

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 TD Mean = 5.00 S.D. = 1.00

TABLE 29 (CONTINUED)
UNSUPPORTED AFSC 605X1 STS ELEMENTS

TASK	PERCENT PERFORMING							PROC* (N=88)	TASK DIFF	
	TNG EMP	1-24 TAFMS (N=370)	1-48 TAFMS (N=894)	60551 (N=1,271)	AIR* CARGO (N=400)	FLEET* SVC (N=102)				
STS ELEMENT AND MATCHED TASKS										
10K(2). PREPARE DOCUMENTS AND IDENTIFIERS FOR SPLIT SHIPMENTS.										
H614	3.59	4	5	6	9	-	3	4.81		
H615	3.14	4	4	4	7	-	2	4.85		
10L(3). COMPLETE MANIFEST OF TCMD ON TERMINATING CARGO.										
E235	3.66	3	5	6	8	2	-	5.09		
11A. EXTRACT AND USE INFORMATION FROM FLIGHT SCHEDULES AND UPDATED MESSAGES.										
G445	4.32	8	11	19	13	12	2	4.43		
K1033	3.91	5	7	11	6	5	-	4.26		
K1060	2.48	-	1	2	1	1	-	5.66		
G470	1.36	1	1	2	-	-	-	5.08		
G469	1.21	1	1	2	1	-	-	5.47		

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STG050 (FLEET SERVICE)
STG330 (PROCESSORS)

TE Mean = 2.04 S.D. = 1.62
TD Mean = 5.00 S.D. = 1.00

TABLE 29 (CONTINUED)

UNSUPPORTED AFSC 605X1 STS ELEMENTS

STS ELEMENT AND MATCHED TASKS	PERCENT PERFORMING						TASK DIFF
	TNG EMP	1-24 TAFMS (N=370)	1-48 TAFMS (N=894)	60551 (N=1,271)	AIR* CARGO (N=400)	FLEET* SVC (N=102)	
11B(1). DISSEMINATE ARRIVAL/DEPARTURE INFORMATION TO OTHER WORK CENTERS.							
K1026 DISSEMINATE AIRCRAFT ARRIVAL INFORMATION TO TRAFFIC OPERATING FUNCTIONS	4.04	3	5	10	3	1	3.97
K1027 DISSEMINATE AIRCRAFT DEPARTURE INFORMATION TO TRAFFIC OPERATING FUNCTIONS	3.59	4	5	9	3	1	3.95
I704 DISSEMINATE SURFACE VEHICLE ARRIVAL INFORMATION TO TRAFFIC OPERATING FUNCTIONS	.07	-	-	1	-	-	4.53
I705 DISSEMINATE SURFACE VEHICLE DEPARTURE INFORMATION TO TRAFFIC OPERATING FUNCTIONS	.07	-	-	1	-	-	4.58
11B(2). PREPARE ARRIVAL/DEPARTURE MESSAGES.							
E241 DISPATCH MESSAGES RELATING TO SHIPMENT MOVEMENTS, OTHER THAN HUMAN REMAINS, CLASSIFIED, AND SENSITIVE CARGO	3.93	12	14	17	17	2	5.00
G466 PREPARE MESSAGES RELATING TO MOVEMENT OF HUMAN REMAINS	3.68	3	3	6	3	-	5.47
G408 COORDINATE CARGO AND MAIL LOAD BREAKDOWNS WITH ENROUTE STOPS AND STATIONS	3.41	7	9	12	11	1	5.09
G467 PREPARE MESSAGES RELATING TO MOVEMENT OF SENSITIVE CARGO	3.23	5	8	9	12	-	5.38
I806 REVIEW OUTBOUND LOAD MESSAGES	2.89	8	10	13	16	1	4.42
G465 PREPARE MESSAGES RELATING TO MOVEMENT OF CLASSIFIED CARGO	2.43	5	7	8	12	-	5.32
I788 PREPARE SPECIAL CATEGORY SHIPMENT MESSAGES	1.21	3	3	3	7	1	4.87

- Denotes 0 percent

* 1st enlistment personnel in:

STG274 (AIR CARGO PERSONNEL)

STG050 (FLEET SERVICE)

STG330 (PROCESSORS)

TE Mean = 2.04 S.D. = 1.62

TD Mean = 5.00 S.D. = 1.00

TABLE 29 (CONTINUED)
UNSUPPORTED AFSC 605X1 STS ELEMENTS

STS ELEMENT AND MATCHED TASKS	PERCENT PERFORMING						PROC* (N=88)	TASK DIFF
	TNG EMP	1-24 TAFMS (N=370)	1-48 TAFMS (N=894)	60551 (N=1,271)	AIR* CARGO (N=400)	FLEET* SVC (N=102)		
11E. MONITOR AND RECORD WORK CENTER ACTIVITIES.								
E233 ANNOTATE AIRCRAFT GROUND HANDLING RECORDS	4.96	9	12	16	14	14	1	5.37
I711 INITIATE CARGO REHANDLED WORKLOAD REPORTS	4.16	8	8	10	14	1	10	4.43
E275 MAINTAIN STATUS BOARDS	4.09	6	9	15	10	8	2	4.27
K1028 INITIATE BUMPED CARGO AND MAIL WORKSHEETS	3.41	3	5	7	4	2	1	4.40
11F. MAINTAIN ON-HAND FILES.								
E268 MAINTAIN PORT ON-HAND CARGO FILES	4.04	9	9	9	12	2	6	4.66
I805 REVIEW ON-HAND PORT LEVELS	2.27	3	5	6	4	2	2	4.40
11G. MAKE AIR TERMINAL INVENTORIES.								
K1005 CONDUCT WAREHOUSE INVENTORIES	4.14	6	8	10	11	1	7	5.08
I803 REVIEW INVENTORIES	3.04	6	10	11	15	3	5	3.99

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STG330 (PROCESSORS)

TE Mean = 2.04 S.D. = 1.62
TD Mean = 5.00 S.D. = 1.00

TABLE 29 (CONTINUED)

UNSUPPORTED AFSC 605X1 STS ELEMENTS

TASKS ELEMENT AND MATCHED TASKS	PERCENT PERFORMING						PROC* (N=88)	TASK DIFF
	1-24 TAFMS (N=370)	1-48 TAFMS (N=894)	60551 (N=1,271)	AIR* CARGO (N=400)	FLEET* SVC (N=102)			
	TNG EMP							
<u>11H(3). CHECK AIRCRAFT LOAD CLEARANCE DIMENSIONS.</u>								
K1072 VERIFY AIRCRAFT LOAD CLEARANCE DIMENSIONS	3.61	6	9	11	11	9	2	5.22
E256 MAINTAIN ACCOUNTABLE FORMS FILES	1.41	6	7	7	9	1	-	4.34
<u>11J(1). CALCULATE PLACEMENT OF CARGO IN AIRCRAFT.</u>								
K1032 LOAD PLAN CARGO AND MAIL	5.45	9	13	15	18	3	-	7.09
K1003 COMPUTE AIRCRAFT LOAD CENTERS OF BALANCE AND SEQUENCE	4.95	6	11	14	15	1	-	7.01
K1001 CALCULATE CARGO PLACEMENT IN AIRCRAFT	4.88	6	12	15	17	1	1	6.76
<u>11J(2). COMPLETE ACTUAL WEIGHT AND BALANCE ON DD FORM 365-4 AND/OR AF FORM 295A.</u>								
K1004 COMPUTE ALLOWABLE CABIN LOADS (ACL)	4.82	6	10	13	11	1	-	6.52
G457 PREPARE DD FORMS 365-4 (WEIGHT AND BALANCE CLEARANCE FORM F)	3.77	1	2	3	4	-	1	7.02
K1002 COMPLETE FLIGHT DATA RECORD FORMS	3.11	4	6	7	9	1	-	5.85
<u>11J(1). PREPARE PRE-LOAD OR PRE-MANIFEST DOCUMENTS FOR SELECTED LOADS.</u>								
K1054 PREPARE AND DISTRIBUTE PREMANIFEST AND LOAD PULL WORKSHEETS	3.93	2	4	6	3	1	-	4.81
H613 PREPARE PRELOAD SHIPMENT DOCUMENTS	2.41	2	2	3	4	-	-	4.54

- Denotes 0 percent

* 1st enlistment personnel in:

STG274 (AIR CARGO PERSONNEL)

STG050 (FLEET SERVICE)

STG330 (PROCESSORS)

TE Mean = 2.04 S.D. = 1.62

TD Mean = 5.00 S.D. = 1.00

TABLE 29 (CONTINUED)
UNSUPPORTED AFSC 605X1 STS ELEMENTS

STS ELEMENT AND MATCHED TASKS	PERCENT PERFORMING						TASK DIFF
	TNG EMP	1-24 TAFMS (N=370)	1-48 TAFMS (N=894)	60551 (N=1,271)	AIR* CARGO (N=400)	FLEET* SVC (N=102)	
11J(2). MAINTAIN MANIFEST LOGS.							
E254 INITIATE DD FORMS 1907 (SIGNATURE AND TALLY RECORD)	1.89	2	2	2	3	2	1 3.74
11J(4). PREPARE MECHANIZED CARGO/MAIL AIR MANIFEST.							
I778 PREPARE MECHANIZED CARGO AND MAIL MANIFESTS	5.36	8	8	8	12	1	6 5.12
12D(1). SCHEDULE EQUIPMENT FOR USE IN LOADING OR OFF-LOADING.							
H628 SCHEDULE EQUIPMENT FOR USE IN LOADING CARGO AND MAIL	2.86	6	9	14	17	-	2 4.20
H630 SCHEDULE EQUIPMENT FOR USE IN UNLOADING CARGO AND MAIL	2.84	6	9	15	18	-	- 4.22
12D(7). USE CARGO DOCUMENTATION TO ANNOTATE DISCREPANCIES.							
E235 ANNOTATE MILITARY STANDARD TRANSPORTATION AND MOVEMENT PROCEDURE (MILSTAMP) DOCUMENTS	3.66	3	5	6	8	2	- 5.09

- Denotes 0 percent
* 1st enlistment personnel in:
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STG050 (FLEET SERVICE)
STG330 (PROCESSORS)

TE Mean = 2.04 S.D. = 1.62
TD Mean = 5.00 S.D. = 1.00

TABLE 29 (CONTINUED)

UNSUPPORTED AFSC 605X1 STS ELEMENTS

STS ELEMENT AND MATCHED TASKS	PERCENT PERFORMING						PROC* (N=88)	TASK DIFF
	TNG EMP	1-24 TAFMS (N=370)	1-48 TAFMS (N=894)	60551 (N=1,271)	AIR* CARGO (N=400)	FLEET* SVC (N=102)		
14A. TYPES OF AIRDROP PARACHUTES.								
M1129 AFFIX PARACHUTES TO AIRDROP LOADS	2.21	6	6	5	3	2	-	6.52
M1139 INSPECT PARACHUTES	2.21	2	3	3	1	2	-	6.26
M1131 ATTACH PARACHUTE RELEASE ASSEMBLIES TO AIRDROP LOADS	2.20	5	6	5	3	2	-	6.20
M1138 INSPECT PARACHUTE RELEASE ASSEMBLIES	2.09	2	3	4	1	2	-	6.29
14B. TYPES AND METHODS OF AIRDROP.								
M1142 PACK PARACHUTES	2.30	5	5	4	3	2	-	6.56
M1140 INSPECT PLATFORMS PRIOR TO RIGGING	2.14	4	5	4	1	2	-	5.70
M1141 MAINTAIN PARACHUTE RELEASE ASSEMBLIES	1.95	4	4	4	2	2	-	5.74
M1143 PACK TACTICAL TRAINING BUNDLES (TTB)	1.91	3	4	3	2	2	-	5.77
14E. TYPES OF EXTRACTION SYSTEMS.								
M1130 ASSEMBLE EXTRACTION SYSTEMS	2.13	5	5	5	2	2	-	6.71
M1128 AFFIX EXTRACTION SYSTEMS TO AIRDROP LOADS	2.09	6	6	5	3	2	-	6.61
M1137 INSPECT EXTRACTION SYSTEMS	2.09	2	3	3	1	2	-	6.28

- Denotes 0 percent

* 1st enlistment personnel in:

STG274 (AIR CARGO PERSONNEL)

STG050 (FLEET SERVICE)

STG330 (PROCESSORS)

TE Mean = 2.04 S.D. = 1.62

TD Mean = 5.00 S.D. = 1.00

TABLE 30

TASKS WITH MORE THAN 20 PERCENT RESPONDENTS PERFORMING AND HIGH TE
NOT MATCHED TO AFSC 60531/51 STS ELEMENTS

TASKS	PERCENT PERFORMING							TASK DIFF
	TNG EMP	1-24 TAFMS (N=370)	1-48 TAFMS (N=894)	60551 (N=1,271)	ATR* CARGO (N=400)	FLEET* SVC (N=102)	PROC* (N=88)	
E253 INITIATE AF FORMS 127 (TRAFFIC TRANSFER RECEIPT)	5.70	15	18	18	31	4	3	3.70
E257 MAINTAIN CARGO/MAIL MANIFEST CONTROL LOGS	4.71	17	21	22	27	2	17	3.89
F364 MAINTAIN 463L PALLETS	5.59	24	25	23	40	3	25	3.68
F363 MAINTAIN 463L NETS	5.57	23	23	21	37	2	25	3.71
F394 STORE 463L TIEDOWN EQUIPMENT	4.80	39	38	33	61	9	43	2.84
G495 SELECT SHIPMENTS FOR PALLETIZING	4.88	21	20	20	29	-	52	4.55
G455 PREPARE DD FORMS 1384 (TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT)	4.82	17	17	16	28	4	15	4.99
G449 INVENTORY FREIGHT SHIPMENTS	3.86	13	13	13	19	1	23	4.39
G494 SELECT SHIPMENTS FOR LOADING	3.84	14	16	17	27	1	9	5.11
H643 TIE DOWN FREIGHT TO PALLETS	5.27	44	45	41	71	1	70	4.16
H510 ASSEMBLE FREIGHT FOR LOADING	4.52	25	25	25	44	-	31	4.47
I657 ANNOTATE REHANDLED CARGO WORKLOAD LOGS	5.39	18	19	22	34	-	23	4.64
I813 SAFEGUARD SENSITIVE SHIPMENTS	4.68	10	13	14	22	1	1	7.55
I814 TRACE CARGO AND MAIL SHIPMENTS	4.41	20	22	24	25	1	38	5.10

- Denotes 0 percent

* 1st enlistment personnel in:

STG274 (AIR CARGO PERSONNEL)

STG050 (FLEET SERVICE)

STG330 (PROCESSORS)

TE Mean = 2.04 S.D. = 1.62

TD Mean = 5.00 S.D. = 1.00

TABLE 30 (CONTINUED)

TASKS WITH MORE THAN 20 PERCENT RESPONDENTS PERFORMING AND HIGH TE
NOT MATCHED TO AFSC 60531/51 STS ELEMENTS

TASKS	PERCENT PERFORMING							TASK DIFF
	TNG EMP	1-24 TAFMS (N=370)	1-48 TAFMS (N=894)	60551 (N=1,271)	AIR* CARGO (N=400)	FLEET* SVC (N=102)	PROC* (N=88)	
I804 REVIEW MANIFESTS	4.20	23	24	27	30	1	18	4.02
I653 ANNOTATE MAC FORMS 109 (TIEDOWN EQUIPMENT CHECKLIST)	4.16	16	14	14	27	7	1	4.05
I712 INITIATE MAC FORMS 109 (TIEDOWN EQUIPMENT CHECKLIST)	4.13	17	16	15	31	6	2	4.11
I833 UNLOAD SPECIAL HANDLING FREIGHT FROM LOADING EQUIPMENT	3.88	28	30	29	60	1	6	4.39
K1023 DELIVER CARGO DOCUMENTATION TO AIRCRAFT	4.29	14	18	23	25	3	2	3.12
L1105 MAINTAIN FLEET SERVICE RECORD FILES	3.88	8	7	7	2	52	-	4.27
L1121 SANITIZE COMFORT PALLET POTABLE WATER SYSTEMS	3.86	11	9	8	3	69	-	4.36
L1122 SANITIZE POTABLE WATER TRUCKS	3.84	13	10	9	3	74	-	4.34
L1078 CLEAN AIRCRAFT INTERIORS	3.79	15	12	11	3	92	-	3.62
L1108 PERFORM OPERATIONAL CHECKS OF COMFORT PALLETS	3.79	11	9	8	3	72	-	4.98
L1100 ISSUE EXPENDABLE AIRCRAFT SUPPLIES	3.70	15	12	11	3	94	-	3.60
L1101 ISSUE NONEXPENDABLE AIRCRAFT SUPPLIES	3.68	14	11	11	3	86	-	3.59

- Denotes 0 percent

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STG050 (FLEET SERVICE)
STG330 (PROCESSORS)

TE Mean = 2.04 S.D. = 1.62
TD Mean = 5.00 S.D. = 1.00

Again, the final step of the STS analysis was to review the 3-skill level training codes assigned to the supported elements following the guidelines of AFR 8-13 and ATCR 52-22. The codes on the following elements need to be changed to a dash (-) as more than 20 percent, but less than 30 percent members of the various criterion groups perform matched tasks:

- 9c(5) - Short shipments
- 10f(3) - Process mail
- 10i(4) - Coordinate release of terminating cargo
- 10n - Accomplish joint inspection, preparing DD Form 2133
- 11c - Brief aircrews

The following elements have a dash (-) code assigned, but are matched to tasks performed by 30 percent or more of the various groups members. These need to be taught to either the knowledge or task performance level:

- 10i(2) - Compute center of balance for outsized cargo, rolling stock, or multi-pallet trains
- 11d - Prepare and maintain mission folders, logs, and transportation setup sheets
- 13c(1) - Drive/operate latrine servicing trucks
- 13c(2) - Drive/operate potable water trucks
- 13c(3) - Drive/operate latrine servicing carts

Plans of Instruction

Training Development Branch personnel also matched inventory tasks to learning objectives of the two ABR courses. A computer product was created for each POI listing the learning objectives, tasks matched, percent first-job and first-enlistment personnel of appropriate AFSC performing, TE, TD, and Automated Training Indicator (ATI) values. These products were studied to identify learning objectives having matched tasks performed by more than 30 percent of TAFMS groups respondents. Each POI will be discussed below.

If the proposed merger of AFSCs 605X0 and 605X1 occurs, a new POI will have to be developed containing materials from the two existing POIs. Training development personnel need to consider both supported and unsupported objectives in the present courses as they plan for the new POI.

ABR60530 Plan of Instruction. The AFSC 60530 POI was reviewed using only percent of first-job and first-enlistment AFSC 605X0 members performing matched tasks. This is because most first-job and first-enlistment personnel are Passenger Service Clerks (Figure 3). The following seven objectives are not supported in this POI and should be considered for deletion:

- I7a - Identify statements that explain mission of a Mobility Air Terminal
- I8a - Identify specific transportation publications or forms
- I9a - Extract data from passenger flight schedules for specific flights
- I9b - Identify procedures used by HQ MAC for airlift requirements
- II2c - Given delayed or diverted space required passenger situations, identify the person or agency that can provide assistance
- IV1b - Given a simulated passenger travel situation involving a mishandled bag, prepare a baggage irregularity report
- IV2b - Identify Automated Data Processing equipment

These objectives with matched tasks and performance figures are listed in Table 31.

As with the STS, both unsupported elements and tasks not matched to any objectives are both identified. Those tasks having high TE and performed by more than 30 percent members are listed in Table 32. Only task F380--Prepare mission folders--suggests a topic that might be appropriate for the POI. Training personnel need to determine if this and other tasks listed are already included in supported objectives.

The final step in this analysis was to determine if unsupported STS elements and unsupported POI objectives deal with the same topics. The following topics are unsupported in both documents and should be removed from both:

- Airlift requirements (6a-19B)
- Data automation equipment (14b-IV2B).

3ABR60531 Plan of Instruction. The POI for this ABR course, like the AFSC 605X1 STS, was reviewed using performance figures for all first-enlistment AFSC 605X1 respondents and first-enlistment members in the major functional job groups. The following objectives are not supported by survey data and should be deleted from the course:

- I6c - Identify facts and terms related to the mission of mobility terminals
- I6d - Identify the function of basic mobility workcenters,
- I7b - Identify a correctly split shipment
- II1d - Complete statements pertaining to cargo and mail security
- II1e - Annotate entries on a MAC Form 214
- II1f - Determine the procedures for maintaining on-hand files
- II2c - Follow procedures for cargo and mail security precautions
- II1b - Match statement about shipment reicing and label annotation

TABLE 31
UNSUPPORTED ABR60530 LEARNING OBJECTIVES

POI OBJECTIVE AND MATCHED TASKS	TNG EMP	PERCENT PERFORMING		TASK DIFF
		1-24 (N=127)	1-48 (N=233)	
I7A. IDENTIFY THE STATEMENTS THAT EXPLAIN THE MISSION OF A MOBILITY AIR TERMINAL.				
P1281 INSPECT MOBILITY KITS	1.71	1	2	4.67
P1280 INSPECT MOBILITY BAGS	1.66	2	2	4.68
P1229 CONDUCT MOBILITY TRAINING	1.55	2	2	6.43
P1289 PARTICIPATE IN EXERCISE PLANNING MEETINGS	1.18	3	3	5.53
I8A. IDENTIFY SPECIFIED TRANSPORTATION PUBLICATIONS AND FORMS.				
D178 DEMONSTRATE HOW TO LOCATE TECHNICAL INFORMATION	3.59	1	6	4.77
E270 MAINTAIN PUBLICATIONS, OTHER THAN TECHNICAL ORDERS	2.88	2	3	5.09
A23 ESTABLISH PUBLICATION LIBRARIES	.43	1	2	6.06
I9A. EXTRACT DATA FOR SPECIFIC FLIGHTS.				
G455 EXTRACT INFORMATION FROM FLIGHT SCHEDULES	4.32	25	26	4.43
I9B. DETERMINE PROCEDURES USED BY HQ MAC FOR AIRLIFT REQUIREMENTS.				
J876 COORDINATE TRAVEL MOVEMENTS WITH RESERVATION AGENCIES	2.02	10	12	4.29
G416 COORDINATE SPECIAL AIRLIFT REQUIREMENTS WITH USERS	1.79	2	2	6.00
G471 PREPARE REQUESTS FOR ADDITIONS TO AIRLIFT CAPABILITIES	1.18	2	2	5.60
J861 COMPLETE AF FORMS 1546 (REQUEST FOR FLIGHT/SURFACE RESERVATIONS)	1.02	1	3	4.50
II2C. IDENTIFY THE PERSON OR AGENCY THAT CAN PROVIDE ASSISTANCE AND COORDINATION FOR PASSENGER SITUATIONS.				
K1019 COORDINATE PASSENGER DEVIATION WAIVER REQUESTS WITH APPROPRIATE AGENCIES	2.91	2	2	5.24
J904 MAINTAIN DETAINED PASSENGER REGISTERS	2.21	10	10	4.28
J848 ARRANGE BILLETING FOR SPECIAL CATEGORY PASSENGERS	2.14	24	22	4.11
J868 COORDINATE DIVERSION OF PASSENGERS WITH APPROPRIATE AGENCIES	1.68	17	17	5.17

TABLE 31 (CONTINUED)
UNSUPPORTED ABR60530 LEARNING OBJECTIVES

POI OBJECTIVE AND MATCHED TASKS	TNG EMP	PERCENT PERFORMING		TASK DIFF
		1-24 (N=127)	1-48 (N=233)	
<u>IV1B. PREPARE A BAGGAGE IRREGULARITY REPORT AND THE REQUIRED RUSH BAGGAGE DOCUMENTATION.</u>				
J954 PREPARE RUSH BAGGAGE MANIFESTS	3.82	25	27	4.56
J929 PREPARE BAGGAGE CLAIM REPORTS	3.77	28	27	4.31
J941 PREPARE MAC FORMS 134 (BAGGAGE IRREGULARITY REPORTS)	3.73	27	29	4.47
J878 DELIVER PASSENGER DOCUMENTATION	2.25	28	28	3.15
J942 PREPARE MAC FORMS 136 (BAGGAGE IRREGULARITY REPORT FILE)	3.59	20	22	4.70
J903 MAINTAIN BAGGAGE IRREGULARITY FILES	3.09	11	15	4.71
<u>IV2B. IDENTIFY AUTOMATED DATA PROCESSING EQUIPMENT.</u>				
E291 PREPARE AIRLIFT DATA REPORTS	2.09	2	3	5.26
E288 PREPARE AF FORMS 1530 (PUNCH CARD TRANSCRIPT)	.61	-	1	4.32
F391 SCHEDULE COMPUTER TIME FOR UPDATES	.48	4	2	4.43

- Denotes 0 percent

TABLE 32

TASKS WITH MORE THAN 30 PERCENT MEMBERS PERFORMING AND HIGH TE
NOT MATCHED TO ABR60530 LEARNING OBJECTIVES

TASKS	TNG EMP	PERCENT PERFORMING		TASK DIFF
		1-24 TAFMS (N=127)	1-48 TAFMS (N=233)	
F366 MEET ARRIVING AIRCRAFT	5.84	63	61	3.58
F321 CLEAN WORK AREAS	5.52	69	72	2.53
F367 MEET DEPARTING AIRCRAFT	5.18	57	55	3.76
F380 PREPARE MISSION FOLDERS	4.48	35	35	4.71
J990 TIE DOWN PASSENGER BAGGAGE	3.68	46	40	3.40

- II1c - Match statements about refrigeration and reicing forms
- II1d - Maintain appropriate control forms on special cargo
- IV2a - Complete statements about airlift requirements
- IV2b - Complete statements about flight schedules
- IV2c - Extract selected information from flight schedules and updated messages
- IV4a - Match load clearances, dimensions, and restrictions to selected cargo transport aircraft
- IV4c - Use spiral loading method to calculate placement of cargo in aircraft
- IV5a - Prepare a premanifest
- IV7a - Sequence statement on mechanized manifesting
- VI2b - Match procedures to proper situations involving terminating cargo and mail
- VI3a - Complete statement about Over and Short Shipment reports
- VI3b - Identify procedures for completing Frustration Reports
- VI3c - Cite proper report used of packaging and handling deficiencies
- VI3d - Complete statements about Industrial Fund and Command Traffic Movement reports
- VI3e - Complete statements about Intransit Data Reporting System

The objectives, matched tasks, and performance figures are listed in Table 33.

Besides unsupported elements, there are a number of unmatched tasks performed by more than 30 percent members of the criterion groups (Table 34). Training personnel need to review these to determine if they are included in supported objectives or if they suggest subjects that need to be added to the POI.

As with the other career ladders, unsupported POI objectives and STS elements were compared to determine if they deal with the same topics. The following topics are unsupported in both documents and should be eliminated from both:

- Mobility workcenters (I6d-7b)
- Split shipments (I7b-10k(2))
- Prepare MAC Form 214 (II1e-10f(6))
- Maintain on-hand files (II1f-11f)
- Security procedures (II2c-10f(6))
- Reicing and annotating labels (II1b-10f(5))
- Refrigeration and reicing logs (II1c and II1d-10f(4))
- Airlift requirements (II2a-6a)
- Extract information from flight schedules (IV2b and IV2c-11a)
- Over and short shipment reports (VI3a-9c(4))
- Frustration reports (VI3b-9c(1-3))
- Packaging and handling deficiency reports (VI3c-9f)
- Industrial Fund and Command Traffic reports (VI3d-9d)
- Intransit data reporting system (VI3e-9a)

TABLE 33

UNSUPPORTED ABR60531 LEARNING OBJECTIVES

POI OBJECTIVE AND MATCHED TASKS	PERCENT PERFORMING						TASK DIFF
	TNG EMP	1-24 TAFMS (N=370)	1-48 TAFMS (N=894)	AIR* CARGO (N=400)	FLEET* SVC (N=102)	PROC* (N=88)	
16C. IDENTIFY FACTS AND TERMS RELATED TO THE MISSION OF MOBILITY TERMINALS.							
P1282 LOAD PLAN AIRCRAFT FOR MOBILITY EXERCISES OR DEPLOYMENTS	2.63	3	5	7	1	1	7.05
P1281 INSPECT MOBILITY KITS	1.71	1	2	2	2	1	4.67
P1280 INSPECT MOBILITY BAGS	1.66	2	2	2	4	1	4.68
P1284 MAINTAIN MOBILITY TRAINING RECORDS	1.32	1	2	2	1	1	5.40
P1289 PARTICIPATE IN EXERCISE PLANNING MEETINGS	1.18	1	3	3	2	-	5.53
P1290 PARTICIPATE IN MOBILITY DEPLOYMENT PLANNING MEETINGS	1.11	2	3	3	2	-	5.36
16D. IDENTIFY FUNCTIONS OF MOBILITY WORK CENTERS.							
P1282 LOAD PLAN AIRCRAFT FOR MOBILITY EXERCISES OR DEPLOYMENTS	2.63	3	5	7	1	1	7.05
P1281 INSPECT MOBILITY KITS	1.71	1	2	2	2	1	4.67
P1280 INSPECT MOBILITY BAGS	1.66	2	2	2	4	1	4.68
P1284 MAINTAIN MOBILITY TRAINING RECORDS	1.32	1	2	2	1	1	5.40
P1289 PARTICIPATE IN EXERCISE PLANNING MEETINGS	1.18	1	3	3	2	-	5.53
P1290 PARTICIPATE IN MOBILITY DEPLOYMENT PLANNING MEETINGS	1.11	2	3	3	2	-	5.36

- Denotes 0 percent

* 1st enlistment personnel in:

STG274 (AIR CARGO PERSONNEL)

STG050 (FLEET SERVICE)

STG330 (PROCESSORS)

TE Mean = 2.04 S.D. = 1.62

TD Mean = 5.00 S.D. = 1.00

TABLE 33 (CONTINUED)
UNSUPPORTED ABR60531 LEARNING OBJECTIVES

POI OBJECTIVE AND MATCHED TASKS	PERCENT PERFORMING						TASK DIFF
	TNG EMP	1-24 TAFMS (N=370)	1-48 TAFMS (N=894)	AIR* CARGO (N=400)	FLEET* SVC (N=102)	PROC* (N=88)	
<u>I7D. IDENTIFY CORRECTLY SPLIT SHIPMENT.</u>							
G455 PREPARE DD FORMS 1384 (TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT)	4.82	17	17	28	4	15	4.99
E237 AUDIT TRANSPORTATION CONTROL AND MOVEMENT DOCUMENTS (TCMD)	4.79	13	13	20	1	15	5.28
G504 VERIFY TRAILER CARD INFORMATION	4.75	7	11	18	1	7	4.98
E235 ANNOTATE MILITARY STANDARD TRANSPORTATION AND MOVEMENT PROCEDURE (MILSTAMP) DOCUMENTS	3.66	3	5	8	2	-	5.09
<u>ITTD. COMPLETE STATEMENTS PERTAINING TO CARGO AND MAIL SECURITY.</u>							
I812 SAFEGUARD MAIL SHIPMENTS	4.70	8	9	16	1	7	4.85
I811 SAFEGUARD CLASSIFIED SHIPMENTS	4.66	14	14	25	1	2	4.83
<u>ITTE. ANNOTATE REQUIRED ENTRIES ON MAC FORM 214.</u>							
F340 INVENTORY SECURITY CAGES	5.50	9	12	19	2	2	3.98
F360 MAINTAIN SECURITY CAGE LOGS	5.11	8	10	17	-	7	4.13
I812 SAFEGUARD MAIL SHIPMENTS	4.70	8	9	16	1	7	4.85
I811 SAFEGUARD CLASSIFIED SHIPMENTS	4.66	14	14	25	1	2	4.83

- Denotes 0 percent

* 1st enlistment personnel in:

STG274 (AIR CARGO PERSONNEL)

STG050 (FLEET SERVICE)

STG330 (PROCESSORS)

TE Mean = 2.04 S.D. = 1.62

TD Mean = 5.00 S.D. = 1.00

TABLE 33 (CONTINUED)
UNSUPPORTED ABR60531 LEARNING OBJECTIVES

PO1 OBJECTIVE AND MATCHED TASKS	TNG EMP	PERCENT PERFORMING					TASK DIFF
		1-24 TAFMS (N=370)	1-48 TAFMS (N=894)	AIR* CARGO (N=400)	FLEET* SVC (N=102)	PROC* (N=88)	
I11F. DETERMINE THE PROCEDURES FOR MAINTAINING ON-HAND FILES.							
E268 MAINTAIN PORT ON-HAND CARGO FILES	4.04	9	9	12	2	6	4.66
I805 REVIEW ON-HAND PORT LEVELS	2.27	3	5	4	2	2	4.40
I12C. FOLLOW PROCEDURES FOR SECURITY PRECAUTIONS.							
I812 SAFEGUARD MAIL SHIPMENTS	4.70	8	9	16	1	7	4.85
I811 SAFEGUARD CLASSIFIED SHIPMENTS	4.66	14	14	25	1	2	4.83
I11B. MATCH STATEMENTS AND CONDITIONS CONCERNING REICING AND LABEL ANNOTATION.							
I794 RE-ICE WET ICE SHIPMENTS	4.04	6	9	12	4	8	4.24
I793 RE-ICE DRY ICE SHIPMENTS	3.91	7	10	14	5	8	4.40
H569 MAKE ENTRIES ON DD FORMS 1502-1 (CHILLED MEDICAL MATERIAL SHIPMENT)	3.86	4	7	13	-	1	4.44
H570 MAKE ENTRIES ON DD FORMS 1502-2 (LIMITED UNREFRIGERATED MEDICAL SHIPMENT)	3.77	4	6	12	-	1	4.44
H568 MAKE ENTRIES ON DD FORMS 1502 (FROZEN MEDICAL MATERIAL SHIPMENT)	3.48	4	7	13	-	1	4.38

- Denotes 0 percent
* 1st enlistment personnel in:
STG274 (AIR CARGO PERSONNEL)
STG050 (FLEET SERVICE)
STG330 (PROCESSORS)

TE Mean = 2.04 S.D. = 1.62
TD Mean = 5.00 S.D. = 1.00

TABLE 33 (CONTINUED)

UNSUPPORTED ABR60531 LEARNING OBJECTIVES

POI OBJECTIVE AND MATCHED TASKS	PERCENT PERFORMING						TASK DIFF
	TNG EMP	1-24 TAFMS (N=370)	1-48 TAFMS (N=894)	AIR* CARGO (N=400)	FLEET* SVC (N=102)	PROC* (N=88)	
<u>III.C. MATCH STATEMENTS TO REFRIGERATION AND REICING FORMS.</u>							
F339 INVENTORY REEFERS	4.59	5	9	15	2	1	3.51
I746 MAINTAIN REFRIGERATION AND RE-ICING LOGS	4.00	4	6	11	1	1	4.06
<u>III.D. MAINTAIN APPROPRIATE CONTROL FORMS ON SPECIAL CARGO.</u>							
F339 INVENTORY REEFERS	4.59	5	9	15	2	1	3.51
I746 MAINTAIN REFRIGERATION AND RE-ICING LOGS	4.00	4	6	11	1	1	4.06
<u>IV2A. COMPLETE STATEMENTS ABOUT AIRLIFT REQUIREMENTS.</u>							
G415 COORDINATE SPECIAL AIRLIFT REQUIREMENTS WITH CONTROLLING AGENCIES	1.84	2	4	5	1	-	5.90
<u>IV2B. COMPLETE STATEMENTS ABOUT FLIGHT SCHEDULES.</u>							
G445 EXTRACT INFORMATION FROM FLIGHT SCHEDULES	4.32	8	11	13	12	2	4.43
K1033 MAINTAIN AIRCRAFT STATUS BOARDS	3.91	5	7	6	5	-	4.86
K1060 PREPARE DAILY AIRCRAFT CAPABILITY FORECASTS	2.48	-	1	1	1	-	5.86
G470 PREPARE PORT AIRLIFT SCHEDULES	1.36	1	1	-	-	-	5.08
G469 PREPARE PORT AIRLIFT FORECASTS	1.21	1	1	1	-	-	5.47

- Denotes 0 percent

* 1st enlistment personnel in:

STG274 (AIR CARGO PERSONNEL)

STG050 (FLEET SERVICE)

STG330 (PROCESSORS)

TE Mean = 2.04 S.D. = 1.62

TD Mean = 5.00 S.D. = 1.00

TABLE 33 (CONTINUED)
UNSUPPORTED ABR60531 LEARNING OBJECTIVES

POI OBJECTIVE AND MATCHED TASKS	PERCENT PERFORMING						TASK DIFF
	TNG EMP	1-24 TAFMS (N=370)	1-48 TAFMS (N=894)	AIR* CARGO (N=400)	FLEET* SVC (N=102)	PROC* (N=88)	
IV2C. EXTRACT INFORMATION FROM FLIGHT SCHEDULES AND UPDATED MESSAGES.							
GG445 EXTRACT INFORMATION FROM FLIGHT SCHEDULES	4.32	8	11	13	12	2	4.43
KK1033 MAINTAIN AIRCRAFT STATUS BOARDS	3.91	5	7	6	5	-	4.86
KK1060 PREPARE DAILY AIRCRAFT CAPABILITY FORECASTS	2.48	-	1	1	1	-	5.86
GG470 PREPARE PORT AIRLIFT SCHEDULES	1.36	1	1	-	-	-	5.08
GG469 PREPARE PORT AIRLIFT FORECASTS	1.21	1	1	1	-	-	5.47
IV4A. MATCH LOAD CLEARANCES, DIMENSIONS, AND RESTRICTIONS TO SELECTED CARGO TRANSPORT AIRCRAFT.							
KK1072 VERIFY AIRCRAFT LOAD CLEARANCE DIMENSIONS	3.61	6	9	11	9	2	5.22
E256 MAINTAIN ACCOUNTABLE FORMS FILES	4.41	6	7	9	1	-	4.34
IV4C. USE SPIRAL LOADING METHOD TO CALCULATE PLACEMENT OF CARGO IN AIRCRAFT.							
KK1003 COMPUTE AIRCRAFT LOAD CENTERS OF BALANCE AND SEQUENCE	4.95	6	11	15	1	-	7.01

- Denotes 0 percent
* 1st enlistment personnel in:
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STG050 (FLEET SERVICE)
STG330 (PROCESSORS)

TE Mean = 2.04 S.D. = 1.62
TD Mean = 5.00 S.D. = 1.00

TABLE 33 (CONTINUED)
UNSUPPORTED ABR60531 LEARNING OBJECTIVES

POI OBJECTIVE AND MATCHED TASKS	PERCENT PERFORMING						TASK DIFF
	TNG EMP	1-24 TAFMS (N=370)	1-48 TAFMS (N=894)	AIR* CARGO (N=400)	FLEET* SVC (N=102)	PROC* (N=88)	
<u>IV5A. PREPARE A PREMANIFEST.</u>							
K1054 PREPARE AND DISTRIBUTE PREMANIFEST AND LOAD PULL WORKSHEETS	3.93	2	4	3	1	-	4.81
H613 PREPARE PRELOAD SHIPMENT DOCUMENTS	2.41	2	2	4	-	-	4.54
<u>IV7A. SEQUENCE STATEMENTS ON MECHANIZED MANIFESTING.</u>							
I778 PREPARE MECHANIZED CARGO AND MAIL MANIFESTS	5.36	8	8	12	1	6	5.12
<u>VI2B. MATCH PROCEDURES TO SITUATIONS PERTAINING TO THE RELEASE OF TERMINATING CARGO AND MAIL.</u>							
I661 ARRANGE CARGO PICKUP WITH CONSIGNEES	3.14	13	13	26	-	2	4.20
I751 NOTIFY CONSIGNEES OF CARGO RECEIPT	2.29	8	10	19	1	1	3.31

- Denotes 0 percent

* 1st enlistment personnel in:
STG274 (AIR CARGO PERSONNEL)
STG050 (FLEET SERVICE)
STG330 (PROCESSORS)

TE Mean = 2.04 S.D. = 1.62
TD Mean = 5.00 S.D. = 1.00

TABLE 33 (CONTINUED)
UNSUPPORTED ABR60531 LEARNING OBJECTIVES

POI OBJECTIVE AND MATCHED TASKS	TNG EMP	PERCENT PERFORMING					PROC* (N=88)	TASK DIFF
		1-24 TAFMS (N=370)	1-48 TAFMS (N=894)	AIR* CARGO (N=400)	FLEET* SVC (N=102)			
VI3A. COMPLETE STATEMENTS ABOUT OVER AND SHORT SHIPMENT REPORTS.								
I787 PREPARE SHORT SHIPMENT REPORTS	4.61	12	12	21	1	3	4.62	
I780 PREPARE OVER SHIPMENT REPORTS	4.54	11	12	19	1	2	4.79	
E293 PREPARE CARGO/MAIL ON-HAND STATUS REPORTS	3.88	5	5	7	-	6	4.89	
E238 COMPILER DATA FOR REPORTS	3.57	8	10	11	2	1	5.63	
E303 PREPARE STATION TRAFFIC HANDLING REPORTS	2.89	1	2	3	-	1	5.54	
E291 PREPARE AIRLIFT DATA REPORTS	2.09	2	3	3	1	-	5.26	
E279 MAINTAIN TECHNICAL ORDER FILES	1.86	2	2	4	1	-	5.78	
E287 PREPARE AF FORMS 1240 (PERSONNEL STATUS REPORT)	.20	-	1	2	-	-	4.68	
VI3B. IDENTIFY PROCEDURES FOR COMPLETING FRUSTRATION REPORTS.								
I775 PREPARE LOST, STOLEN, OR PILFERED SHIPMENT REPORTS	3.68	4	7	11	1	2	5.19	
E238 COMPILER DATA FOR REPORTS	3.57	8	10	11	2	1	5.63	

- Denotes 0 percent
* 1st enlistment personnel in:
STG274 (AIR CARGO PERSONNEL)
STG050 (FLEET SERVICE)
STG330 (PROCESSORS)

TE Mean = 2.04 S.D. = 1.62
TD Mean = 5.00 S.D. = 1.00

TABLE 33 (CONTINUED)
UNSUPPORTED ABR60531 LEARNING OBJECTIVES

POI OBJECTIVE AND MATCHED TASKS	TNG EMP	PERCENT PERFORMING					TASK DIFF
		1-24 TAFMS (N=370)	1-48 TAFMS (N=894)	AIR* CARGO (N=400)	FLEET* SVC (N=102)	PROC* (N=88)	
V13C. CITE PROPER REPORT USED FOR PARTICULAR PACKAGING AND HANDLING DEFICIENCIES.							
E238 COMPILER DATA FOR REPORTS	3.57	8	10	11	2	1	5.63
I785 PREPARE SF FORMS 361 (DISCREPANCY IN SHIPMENT REPORT)	3.38	9	9	14	1	5	5.05
I786 PREPARE SF FORMS 364 (REPORT OF DISCREPANCY)	3.29	7	7	12	2	5	5.16
I766 PREPARE DAILY SUMMARY MOVEMENT REPORTS	.89	2	2	3	1	1	5.42
V13D. COMPLETE STATEMENTS ABOUT INDUSTRIAL FUND AND COMMAND TRAFFIC MOVEMENTS REPORTS.							
E293 PREPARE CARGO/MAIL ON-HAND STATUS REPORTS	3.38	5	5	7	-	6	4.89
E238 COMPILER DATA FOR REPORTS	3.57	8	10	11	2	1	5.63
E264 MAINTAIN INDUSTRIAL FUND TRAFFIC RECORDS	3.13	-	1	1	1	1	4.91
E303 PREPARE STATION TRAFFIC HANDLING REPORTS	2.89	1	2	3	-	1	5.54
E291 PREPARE AIRLIFT DATA REPORTS	2.09	2	3	3	1	-	5.26
V13E. COMPLETE STATEMENTS ABOUT THE INTRANSIT DATA REPORTING SYSTEM.							
E238 COMPILER DATA FOR REPORTS	3.57	8	10	11	2	1	5.63
E239 COMPLETE INTRANSIT DATA CARDS (IDC)	2.88	4	5	11	2	-	5.17
E240 CONTROL ACCOUNTABLE FORMS	2.29	3	5	7	2	1	4.87

- Denotes 0 percent

* 1st enlistment personnel in:

STG274 (AIR CARGO PERSONNEL)

STG050 (FLEET SERVICE)

STG330 (PROCESSORS)

TE Mean = 2.04 S.D. = 1.62

TD Mean = 5.00 S.D. = 1.00

TABLE 34

TASKS WITH MORE THAN 30 PERCENT RESPONDENTS PERFORMING AND HIGH TE
NOT MATCHED TO ABR60531 LEARNING OBJECTIVES

TASKS	PERCENT PERFORMING						TASK DIFF
	TNG EMP	1-24 TAFMS (N=370)	1-48 TAFMS (N=894)	AIR* CARGO (N=400)	FLEET* SVC (N=102)	PROC* (N=88)	
H517 COMPUTE CENTERS OF BALANCE FOR VEHICLES	6.18	18	23	35	-	32	5.77
H515 COMPUTE CENTERS OF BALANCE FOR MULTIPALLET TRAINS	6.16	17	21	31	-	55	5.83
I819 UNLOAD GENERAL CARGO AND MAIL FROM AIRCRAFT	5.95	43	45	81	4	37	4.20
H589 PREPARE AF FORMS 2279 (PALLET IDENTIFIER)	5.71	34	34	50	2	68	2.89
E253 INITIATE AF FORMS 127 (TRAFFIC TRANSFER RECEIPT)	5.70	15	18	31	4	3	3.70
I657 ANNOTATE REHANDLED CARGO WORKLOAD LOGS	5.39	18	19	34	-	23	4.40
H643 TIE DOWN FREIGHT TO PALLETS	5.27	44	45	23	1	11	5.68
G495 SELECT SHIPMENTS FOR PALLETIZING	4.88	21	20	29	-	52	4.55
I749 MAKE ENTRIES ON AF FORMS 127 (TRAFFIC TRANSFER RECEIPT)	4.71	17	20	37	2	-	3.71
B102 SUPERVISE APPRENTICE AIR CARGO SPECIALISTS (AFSC 60531)	4.70	13	17	23	9	30	5.88
I761 PLACE PLACARDS ON OR NEAR EQUIPMENT CONTAINING HAZARDOUS CARGO	4.59	25	29	56	1	11	3.62
H510 ASSEMBLE FREIGHT FOR LOADING	4.52	25	25	44	-	31	4.47
F380 PREPARE MISSION FOLDERS	4.48	13	15	14	35	1	4.71
I814 TRACE CARGO AND MAIL SHIPMENTS	4.41	20	22	25	1	38	5.10
H611 PREPARE PALLET LISTINGS	4.36	11	12	14	-	43	4.16
L1098 INVENTORY FLEET SERVICE EQUIPMENT ABOARD AIRCRAFT	4.27	16	12	3	95	-	3.98

- Denotes 0 percent

* 1st enlistment personnel in:
STG274 (AIR CARGO PERSONNEL)
STG050 (FLEET SERVICE)
STG330 (PROCESSORS)

TE Mean = 2.04 S.D. = 1.62
TD Mean = 5.00 S.D. = 1.00

TABLE 34 (CONTINUED)

TASKS WITH MORE THAN 30 PERCENT RESPONDENTS PERFORMING AND HIGH TE
NOT MATCHED TO ABR60531 LEARNING OBJECTIVES

TASKS	PERCENT PERFORMING						TASK DIFF
	TNG EMP	1-24 TAFMS (N=370)	1-48 TAFMS (N=894)	AIR* CARGO (N=400)	FLEET* SVC (N=102)	PROC* (N=88)	
I804 REVIEW MANIFESTS	4.20	23	24	30	1	18	4.02
I712 INITIATE MAC FORMS 109 (TIEDOWN EQUIPMENT CHECKLIST)	4.13	17	16	31	6	2	4.11
L1083 CLEAN POTABLE WATER TRUCKS	4.11	14	11	3	89	-	4.24
L1090 FILL FRESH WATER TANKS AND CONTAINERS	4.07	16	13	4	96	-	3.64
I833 UNLOAD SPECIAL HANDLING FREIGHT FROM LOADING EQUIPMENT	3.88	28	30	60	1	6	4.39
L1105 MAINTAIN FLEET SERVICE RECORD FILES	3.88	8	7	2	52	-	4.27
L1121 SANITIZE COMFORT PALLET POTABLE WATER SYSTEMS	3.86	11	9	3	69	-	4.36
L1122 SANITIZE POTABLE WATER TRUCKS	3.84	13	10	3	74	-	4.34
L1108 PERFORM OPERATIONAL CHECKS OF COMFORT PALLETS	3.79	11	9	3	72	-	4.98

- Denotes 0 percent

* 1st enlistment personnel in:

STG274 (AIR CARGO PERSONNEL)

STG050 (FLEET SERVICE)

STG330 (PROCESSORS)

TE Mean = 2.04 S.D. = 1.62

TD Mean = 5.00 S.D. = 1.00

Summary

A review of the STS and POI for these two career ladders reveals a number of STS elements and POI objectives that need to be removed from the documents. Training personnel need to consider these data when preparing the new STS and POI for the merged career ladder. The new STS and POI should contain only those topics that are supported in the current documents.

PART 6

ADDITIONAL ISSUES

Proposed Merger of AFSCs 605X0 and 605X1

In a July 1987 meeting, the Enlisted Transportation Advisory Group (ETAG) approved the merger of AFSCs 605X0 and 605X1 into a single air cargo and passenger career ladder. The intent of the merger is to create 7-skill level managers with experience in both passenger and air cargo functions.

There are 1,258 AFSC 605X0 personnel assigned and 3,966 AFSC 605X1 personnel assigned. School personnel estimate that in 1988 150 students will complete the ABR60530 course and 1,000 will complete the ABR60531. Merging the AFSCs and combining the courses will require classes only 15 percent larger than the present air cargo specialist course. Course length, however, will have to be increased to include appropriate materials from both plans of instruction. Graduates would then be prepared to hold jobs that most first-enlistment survey respondents indicate they have (Figures 3 and 4), and 7-skill level members would gain the experience they need in both functions. As stated, school personnel need to evaluate both STSs and POIs to identify topics that can be eliminated from each.

AIR STAFF AND TECHNICAL SCHOOL QUESTIONS

Functional managers and school personnel are interested in how many other functional areas respondents have worked, how long it takes to get a government driver's license, how much time respondents spend on additional duties, how much they use computers, how much typing they do, and how often respondents handle classified materials. Each question will be discussed below.

Number Of Functional Areas Worked

Respondents were asked to indicate the number of functional areas, other than the present one, they have worked in. Survey data show that up to two-thirds of first-enlistment personnel in some jobs have worked in several other functional areas. Table D1 of Appendix D, shows the percentage of first-enlistment respondents in each functional job and the percent working in other areas.

Time Required To Obtain Driver's License

Air Staff is concerned about how long it takes first-enlistment personnel assigned to bases in Europe to get a government driver's license. The concern stems from the requirement for U.S. personnel stationed there to have other than an operator's permit issued by one of the states and possible delays in OJT while waiting for the license. A series of background questions in the survey asked whether or not a government license was required on the job and, if needed, how long it took to obtain one. Responses to these questions indicate that those who need a government license are able to obtain it within 30 days of assignment.

Time Spent On Additional Duties

Respondents were asked to indicate how many hours per week they spend performing additional duties. Survey data show members of most functional groups spend up to six hours per week on additional duties. Data from respondents in the functional jobs are presented in Table D2 of Appendix D.

Amount Of Time Spent Using Computers And Typing

Respondents were also asked to indicate the percentage of job time they spend using computers and typing. Figures in Table D3 of Appendix D show Data Records Clerks, Passenger Service Clerks, TMO Passenger Personnel, and Processors use computers the most. As these are jobs performed by AFSC 605X0 and 605X1 personnel, the basic course for the merged AFSCs may need to include some computer training.

Table D4 in Appendix D shows Inbound/Outbound Personal Property and TMO Passenger personnel do more typing than members of the other functional groups. Since 68 percent of all first-enlistment AFSC 602X0 personnel are in these two jobs, typing skills may need to be either included as an AFR 39-1 requirement or taught in the basic course.

Handling Classified Materials

With respect to handling classified materials, respondents were asked to indicate the number of times in the last year they handled classified materials. Responses of members in the functional jobs are listed in Table D5 of

Appendix D. Personnel in 10 of the job groups identified in the analysis (freight traffic, packing and crating, freight handling, controller, load planner, air cargo, processor, pallets and nets, aerial delivery, and plans and mobility) handle classified materials the most. This supports the proposed AFR 39-1 requirement for members who have these jobs to have security clearances. In addition, more security training may be needed in the basic courses.

Summary

Survey data answer the various questions Air Staff and school personnel have. Tables in Appendix D may help training development personnel evaluate the content of the basic courses. Additional training areas may be indicated.

PART 7

JOB SATISFACTION

Respondents are asked to indicate how they feel about their job. Satisfaction indicators for members of the 18 functional jobs are shown in Table 35. Fleet service personnel have the lowest indicators, with only 40 percent finding their job interesting, a little over half feeling their talents and training are used, but 64 percent still intend on reenlisting. Members in jobs of processor, freight handling, and packing and crating also have noticeably low satisfaction indicators. Mobility personnel and load planners, on the other hand, have the highest indicators.

Job satisfaction for TAFMS groups in the present study were compared to those of similar TAFMS groups in related AFSCs surveyed in 1986. Data in Tables 36, 37, and 38 show satisfaction indicators in the present study are similar to those of the comparative groups. AFSC 605X0 personnel have higher indicators than members of the other three AFSCs and the comparative group.

Satisfaction indicators for TAFMS groups in the present study were also compared to figures reported in the 1981 OSR. Tables 39-42 show indicators for the present study are quite similar to those reported in 1981.

Summary

Job satisfaction indicators are acceptable for members of most of the functional jobs. Members of fleet service, packing and crating, and surface freight have the lowest indicators. Overall, satisfaction indicators for TAFMS groups have remained essentially the same since 1981.

TABLE 35

COMPARISON OF JOB SATISFACTION INDICATORS FOR MEMBERS OF FUNCTIONAL JOBS
(PERCENT MEMBERS RESPONDING)

	IN/OUTBOUND PERS PROP (N=196)	QC PERSONNEL (N=92)	FREIGHT TRAFFIC (N=283)	PACKING & CRATING (N=254)	FREIGHT HANDLING (N=95)	PASS SERVICE CLERKS (N=412)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	72	72	61	46	47	74
SO-SO	19	16	24	29	29	16
DULL	9	12	14	25	23	9
<u>PERCEIVED USE OF TALENTS:</u>						
FAIRLY WELL TO GOOD	78	70	71	62	55	77
LITTLE OR NOT AT ALL	21	30	28	37	45	22
<u>PERCEIVED USE OF TRAINING:</u>						
FAIRLY WELL TO GOOD	85	82	87	80	67	86
LITTLE OR NOT AT ALL	14	18	13	19	32	14
<u>REENLISTMENT INTENTIONS:</u>						
WILL REENLIST	66	76	72	67	68	73
WILL NOT REENLIST	30	16	24	26	28	24
WILL RETIRE	3	5	4	5	2	3

TABLE 35 (CONTINUED)

COMPARISON OF JOB SATISFACTION INDICATORS FOR MEMBERS OF FUNCTIONAL JOBS
(PERCENT MEMBERS RESPONDING)

	TMO PASSENGER (N=129)	CONTROLLERS (N=148)	LOAD PLANNERS (N=57)	AIR CARGO (N=720)	PROCESSORS (N=126)	PALLETS & NETS (N=33)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	77	82	84	65	47	51
SO-SO	15	9	14	23	32	33
DULL	7	7	2	11	21	15
<u>PERCEIVED USE OF TALENTS:</u>						
FAIRLY WELL TO GOOD	84	84	91	75	66	60
LITTLE OR NOT AT ALL	16	15	9	25	34	39
<u>PERCEIVED USE OF TRAINING:</u>						
FAIRLY WELL TO GOOD	84	93	89	86	90	76
LITTLE OR NOT AT ALL	16	7	11	13	10	24
<u>REENLISTMENT INTENTIONS:</u>						
WILL REENLIST	67	78	79	70	68	58
WILL NOT REENLIST	31	18	9	25	31	36
WILL RETIRE	2	3	12	3	*	6

* Denotes less than 1 percent

TABLE 35 (CONTINUED)

COMPARISON OF JOB SATISFACTION INDICATORS FOR MEMBERS OF FUNCTIONAL JOBS
(PERCENT MEMBERS RESPONDING)

	AERIAL DELIVERY (N=78)	FLEET SERVICE (N=159)	RECORDS CLERKS (N=104)	SUPV & ADMIN (N=599)	PLANS & MOBILITY (N=133)	INSTRUCTORS (N=44)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	82	40	60	79	84	77
SO-SO	13	30	29	14	9	16
DULL	5	30	11	6	6	7
<u>PERCEIVED USE OF TALENTS:</u>						
FAIRLY WELL TO GOOD	82	51	78	85	84	72
LITTLE OR NOT AT ALL	18	48	22	14	16	27
<u>PERCEIVED USE OF TRAINING:</u>						
FAIRLY WELL TO GOOD	78	58	79	82	64	72
LITTLE OR NOT AT ALL	22	41	21	17	35	27
<u>REENLISTMENT INTENTIONS:</u>						
WILL REENLIST	69	69	64	67	74	91
WILL NOT REENLIST	27	27	33	13	13	9
WILL RETIRE	4	1	3	19	12	-

- Denotes 0 percent

TABLE 36

COMPARISON OF JOB SATISFACTION INDICATORS FOR 1-48 MONTHS
TAFMS GROUPS IN CURRENT STUDY TO A COMPARATIVE SAMPLE
(PERCENT MEMBERS RESPONDING)

	COMP SAMPLE (N=977)	AFSC			
		602X0 (N=261)	602X1 (N=464)	605X0 (N=233)	605X1 (N=894)
<u>EXPRESSED JOB INTEREST:</u>					
INTERESTING	57	69	51	71	59
SO-SO	22	20	28	16	26
DUL'	20	10	21	12	14
<u>PERCEIVED USE OF TALENTS:</u>					
FAIRLY WELL TO GOOD	72	78	64	75	69
LITTLE OR NOT AT ALL	36	22	35	24	30
<u>PERCEIVED USE OF TRAINING:</u>					
FAIRLY WELL TO GOOD	78	85	83	85	82
LITTLE OR NOT AT ALL	20	15	17	14	17
<u>REENLISTMENT INTENTIONS:</u>					
WILL REENLIST	64	64	66	63	64
WILL NOT REENLIST	34	35	32	37	35
WILL RETIRE	*	1	1	-	*

* Denotes less than 1 percent

- Denotes 0 percent

NOTE: Related AFSCS surveyed in 1986: 552X2 (Metal Fabrication) and
611X0 (Services).

TABLE 37

COMPARISON OF JOB SATISFACTION INDICATORS FOR 49-96 MONTHS
TAFMS GROUPS IN CURRENT STUDY TO A COMPARATIVE SAMPLE
(PERCENT MEMBERS RESPONDING)

	COMP SAMPLE (N=413)	AFSC			
		602X0 (N=130)	602X1 (N=157)	605X0 (N=169)	605X1 (N=409)
<u>EXPRESSED JOB INTEREST:</u>					
INTERESTING	58	69	58	73	66
SO-SO	22	21	29	16	20
DULL	20	10	13	11	13
<u>PERCEIVED USE OF TALENTS:</u>					
FAIRLY WELL TO GOOD	66	77	69	79	76
LITTLE OR NOT AT ALL	33	23	31	21	24
<u>PERCEIVED USE OF TRAINING:</u>					
FAIRLY WELL TO GOOD	67	82	79	82	79
LITTLE OR NOT AT ALL	32	18	21	18	21
<u>REENLISTMENT INTENTIONS:</u>					
WILL REENLIST	72	76	77	73	80
WILL NOT REENLIST	26	22	22	25	19
WILL RETIRE	1	2	*	*	*

* Denotes less than 1 percent

NOTE: Related AFSCS surveyed in 1986: 552X2 (Metal Fabrication) and
611X0 (Services).

TABLE 38

COMPARISON OF JOB SATISFACTION INDICATORS FOR 97+ MONTHS
TAFMS GROUPS IN CURRENT STUDY TO A COMPARATIVE SAMPLE
(PERCENT MEMBERS RESPONDING)

	COMP SAMPLE (N=413)	AFSC	
		60273 (N=130)	60572 (N=157)
<u>EXPRESSED JOB INTEREST:</u>			
INTERESTING	68	80	82
SO-SO	17	14	12
DULL	13	5	6
<u>PERCEIVED USE OF TALENTS:</u>			
FAIRLY WELL TO GOOD	75	84	82
LITTLE OR NOT AT ALL	24	15	18
<u>PERCEIVED USE OF TRAINING:</u>			
FAIRLY WELL TO GOOD	70	84	81
LITTLE OR NOT AT ALL	29	16	18
<u>REENLISTMENT INTENTIONS:</u>			
WILL REENLIST	74	69	70
WILL NOT REENLIST	8	7	8
WILL RETIRE	17	23	20

NOTE: Related AFSCS surveyed in 1986: 552X2 (Metal Fabrication) and 611X0 (Services).

TABLE 39

COMPARISON OF JOB SATISFACTION INDICATORS FOR AFSC 602X0
TAFMS GROUPS IN CURRENT AND PREVIOUS STUDY
(PERCENT MEMBERS RESPONDING)

	<u>1-48 MOS TAFMS</u>		<u>49-96 MOS TAFMS</u>	
	<u>1981</u> <u>(N=409)</u>	<u>1987</u> <u>(N=261)</u>	<u>1981</u> <u>(N=179)</u>	<u>1987</u> <u>(N=130)</u>
<u>EXPRESSED JOB INTEREST:</u>				
INTERESTING	64	69	60	69
SO-SO	*	20	*	21
DULL	*	10	*	10
<u>PERCEIVED USE OF TALENTS:</u>				
FAIRLY WELL TO GOOD	67	78	69	77
LITTLE OR NOT AT ALL	*	22	*	23
<u>PERCEIVED USE OF TRAINING:</u>				
FAIRLY WELL TO GOOD	80	85	78	82
LITTLE OR NOT AT ALL	*	15	*	18
<u>REENLISTMENT INTENTIONS:</u>				
WILL REENLIST	49	64	59	76
WILL NOT REENLIST	*	35	*	22
WILL RETIRE	*	1	*	2

* Figures not reported in 1981 OSR

TABLE 40

COMPARISON OF JOB SATISFACTION INDICATORS FOR AFSC 602X1
TAFMS GROUPS IN CURRENT AND PREVIOUS STUDY
(PERCENT MEMBERS RESPONDING)

	<u>1-48 MOS TAFMS</u>		<u>49-96 MOS TAFMS</u>	
	<u>1981</u> <u>(N=329)</u>	<u>1987</u> <u>(N=464)</u>	<u>1981</u> <u>(N=179)</u>	<u>1987</u> <u>(N=157)</u>
<u>EXPRESSED JOB INTEREST:</u>				
INTERESTING	56	51	67	58
SO-SO	*	28	*	29
DULL	*	21	*	13
<u>PERCEIVED USE OF TALENTS:</u>				
FAIRLY WELL TO GOOD	62	64	73	69
LITTLE OR NOT AT ALL	*	35	*	31
<u>PERCEIVED USE OF TRAINING:</u>				
FAIRLY WELL TO GOOD	73	83	78	79
LITTLE OR NOT AT ALL	*	17	*	21
<u>REENLISTMENT INTENTIONS:</u>				
WILL REENLIST	48	66	76	77
WILL NOT REENLIST	*	32	*	22
WILL RETIRE	*	1	*	*

* Figures not reported in 1981 OSR

TABLE 41

COMPARISON OF JOB SATISFACTION INDICATORS FOR AFSC 605X0
TAFMS GROUPS IN CURRENT AND PREVIOUS STUDY
(PERCENT MEMBERS RESPONDING)

	<u>1-48 MOS TAFMS</u>		<u>49-96 MOS TAFMS</u>	
	<u>1981</u> <u>(N=271)</u>	<u>1987</u> <u>(N=233)</u>	<u>1981</u> <u>(N=142)</u>	<u>1987</u> <u>(N=169)</u>
<u>EXPRESSED JOB INTEREST:</u>				
INTERESTING	59	71	69	66
SO-SO	*	16	*	20
DULL	*	12	*	13
<u>PERCEIVED USE OF TALENTS:</u>				
FAIRLY WELL TO GOOD	61	75	65	79
LITTLE OR NOT AT ALL	*	24	*	21
<u>PERCEIVED USE OF TRAINING:</u>				
FAIRLY WELL TO GOOD	65	85	69	82
LITTLE OR NOT AT ALL	*	14	*	18
<u>REENLISTMENT INTENTIONS:</u>				
WILL REENLIST	45	63	60	73
WILL NOT REENLIST	*	37	*	25
WILL RETIRE	*	-	*	*

* Figures not reported in 1981 OSR

- Denotes 0 percent

TABLE 42

COMPARISON OF JOB SATISFACTION INDICATORS FOR AFSC 605X1
TAFMS GROUPS IN CURRENT AND PREVIOUS STUDY
(PERCENT MEMBERS RESPONDING)

	<u>1-48 MOS TAFMS</u>		<u>49-96 MOS TAFMS</u>	
	<u>1981 (N=967)</u>	<u>1987 (N=894)</u>	<u>1981 (N=327)</u>	<u>1987 (N=409)</u>
<u>EXPRESSED JOB INTEREST:</u>				
INTERESTING	55	59	64	66
SO-SO	*	26	*	20
DULL	*	14	*	13
<u>PERCEIVED USE OF TALENTS:</u>				
FAIRLY WELL TO GOOD	64	69	71	76
LITTLE OR NOT AT ALL	*	30	*	24
<u>PERCEIVED USE OF TRAINING:</u>				
FAIRLY WELL TO GOOD	70	82	73	79
LITTLE OR NOT AT ALL	*	17	*	21
<u>REENLISTMENT INTENTIONS:</u>				
WILL REENLIST	39	64	67	80
WILL NOT REENLIST	*	35	*	19
WILL RETIRE	*	*	*	*

* Figures not reported in 1981 OSP

PART 8

IMPLICATIONS

Survey data support the current structure of AFSC 602XX/605XX career ladders and AFR 39-1 job descriptions. The structure of the ladders show most members of each AFSC perform distinct jobs with only a small amount of overlap of members in one career ladder performing jobs typical of another AFSC.

Training personnel will need to review the STSs and POIs for each career ladder with respect to the recommended deletions. Survey data indicates ways AFSC 602X1 training personnel can shorten the course to fit the reduced time limits.

Survey data also show a high percentage of respondents in some jobs handled classified materials (Table D5). There may be more involvement with classified materials than was suspected. Functional managers and training personnel need to review these data in light of the POI for the ABR courses and the possible need for foreign nationals holding some of these jobs to have security clearances.

APPENDIX A

SELECTED REPRESENTATIVE TASKS PERFORMED BY
MEMBERS OF CAREER LADDER FUNCTIONAL JOBS

TABLE A1

GROUP ID NUMBER AND TITLE: STG065, INBOUND/OUTBOUND PERSONAL PROPERTY
PERSONNEL

NUMBER IN GROUP: 196

PERCENT OF TOTAL SAMPLE: 5%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	PERCENT MEMBERS PERFORMING
H626 REVIEW DD FORMS 1299 (APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY)	55
I815 TRACE PERSONAL PROPERTY SHIPMENTS	46
E311 REVIEW GOVERNMENT BILLS OF LADING (GBL)	45
A25 PARTICIPATE IN BRIEFINGS	44
F321 CLEAN WORK AREAS	42
H596 PREPARE DD FORMS 1299 (APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY)	41
I682 CLEAR INBOUND PERSONAL PROPERTY SHIPMENTS	36
G420 COUNSEL PERSONNEL ON PERSONAL PROPERTY ENTITLEMENTS	35
F352 MAINTAIN GOVERNMENT BILLS OF LADING (GBL)	33
G461 PREPARE GOVERNMENT BILLS OF LADING (GBL)	33
G441 DETERMINE TRANSIT TIME ALLOWANCES	33
I773 PREPARE DD FORMS 2223 (SHIPMENT EVALUATION AND INSPECTION RECORD)	31
I748 MAINTAIN SIT LOGS	31
H604 PREPARE DOCUMENTATION FOR LOCAL MOVES	30
H599 PREPARE DD FORMS 1797 (PERSONAL PROPERTY COUNSELING CHECKLIST)	30
E282 MAINTAIN TRACER ACTION FILES	27
I768 PREPARE DD FORMS 1781 (CUSTOMER SATISFACTION REPORT)	25
H597 PREPARE DD FORMS 1671 (REWEIGH OF PERSONAL PROPERTY)	25
I76 PREPARE AF FORMS 680 (PERSONAL PROPERTY SHIPMENT RECORD)	24
I77 PREPARE DD FORMS 1857 (TEMPORARY COMMERCIAL STORAGE AT GOVERNMENT EXPENSE)	24
G398 ANNOTATE ACTUAL WEIGHTS ON SHIPPING DOCUMENTS	24
H598 PREPARE DD FORMS 1780 (REPORT OF CARRIER SERVICES, PERSONAL PROPERTY SHIPMENT)	23
G427 DETERMINE AUTHORITY FOR SHIPMENTS	22
H603 PREPARE DOCUMENTATION FOR DO-IT-YOURSELF (DITY) MOVES	19
I747 MAINTAIN REQUIRED DELIVERY DATE (RDD) LOGS	19

TABLE A2

GROUP ID NUMBER AND TITLE: STG060, QUALITY CONTROL PERSONNEL
 NUMBER IN GROUP: 92 PERCENT OF TOTAL SAMPLE: 2%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	PERCENT MEMBERS PERFORMING
C147 PERFORM QUALITY CONTROL INSPECTIONS	74
I721 INSPECT PERSONAL PROPERTY SHIPMENTS AT ORIGIN	67
I720 INSPECT PERSONAL PROPERTY SHIPMENTS AT DESTINATION	62
F342 ISSUE LETTERS OF WARNING AGAINST COMMERCIAL CARRIERS	55
F341 ISSUE LETTERS OF SUSPENSION AGAINST COMMERCIAL CARRIERS	53
B87 IMPLEMENT QUALITY CONTROL PROCEDURES	49
B77 DIRECT QUALITY CONTROL FUNCTIONS	47
C135 EVALUATE QUALITY CONTROL PROCEDURES	47
I839 WITNESS SHIPMENT REWEIGHINGS	47
C158 WRITE INSPECTION REPORTS	46
I801 REVIEW CUSTOMER SATISFACTION REPORT FORMS	45
H549 INSPECT COMMERCIAL PACKERS FOR COMPLIANCE WITH CONTRACTUAL SPECIFICATIONS	45
A6 DETERMINE WORK PRIORITIES	42
E297 PREPARE DD FORMS 1812 (WAREHOUSE INSPECTION REPORT)	42
F321 CLEAN WORK AREAS	40
A25 PARTICIPATE IN BRIEFINGS	40
I768 PREPARE DD FORMS 1781 (CUSTOMER SATISFACTION REPORT)	39
A24 ESTABLISH WORK SCHEDULES	39
I810 REWEIGH PERSONAL PROPERTY SHIPMENTS	37
H598 PREPARE DD FORMS 1780 (REPORT OF CARRIER SERVICES, PERSONAL PROPERTY SHIPMENT)	36
I803 REVIEW INVENTORIES	35
I773 PREPARE DD FORMS 2223 (SHIPMENT EVALUATION AND INSPECTION RECORD)	33
E259 MAINTAIN COMMERCIAL CARRIER PERFORMANCE RECORDS	29
C128 EVALUATE INSPECTION REPORT FINDINGS	28
I765 PREPARE CARRIER EVALUATION REPORTING SYSTEM (CERS) INPUTS	27

TABLE A3

GROUP ID NUMBER AND TITLE: STG141, FREIGHT TRAFFIC PERSONNEL
 NUMBER IN GROUP: 283

PERCENT OF TOTAL SAMPLE: 7%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	PERCENT MEMBERS PERFORMING
G492 SELECT MODE OF SHIPMENTS	74
G436 DETERMINE MODES FOR TRANSPORTING SHIPMENTS	71
F321 CLEAN WORK AREAS	73
I730 LOAD GENERAL FREIGHT INTO SURFACE VEHICLES	72
H567 MAKE ENTRIES ON DD FORMS 1348-1 (DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT)	63
H566 MAKE ENTRIES ON DD FORMS 1149 (REQUISITION AND INVOICE/ SHIPPING DOCUMENT)	64
G398 ANNOTATE ACTUAL WEIGHTS ON SHIPPING DOCUMENTS	67
H564 MAINTAIN TRANSPORTATION CONTROL NUMBER (TCN) LOGS	61
G455 PREPARE DD FORMS 1384 (TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT)	65
I749 MAKE ENTRIES ON AF FORMS 127 (TRAFFIC TRANSFER RECEIPT)	66
H639 SIGN FOR SHIPMENTS RECEIVED	55
I816 TRACE SURFACE FREIGHT SHIPMENTS	61
I753 PERFORM AS SPOTTER DURING LOADING OPERATIONS	67
E253 INITIATE AF FORMS 127 (TRAFFIC TRANSFER RECEIPT)	67
G488 ROUTE SHIPMENTS	53
I823 UNLOAD GENERAL FREIGHT FROM SURFACE VEHICLES	54
F383 PREPARE SHIPPING LABELS	63
G443 DETERMINE TRANSPORTATION PRIORITIES	54
G461 PREPARE GOVERNMENT BILLS OF LADING (GBL)	45
I754 PERFORM AS SPOTTER DURING UNLOADING OPERATIONS	58
I662 ARRANGE FREIGHT PICKUP WITH CONSIGNEES	49
F352 MAINTAIN GOVERNMENT BILLS OF LADING (GBL)	43
I718 INSPECT FREIGHT FOR SUSPECTED DAMAGE	52
I728 LOAD GENERAL CARGO AND MAIL INTO SURFACE VEHICLES	46
G449 INVENTORY FREIGHT SHIPMENTS	48

TABLE A4

GROUP ID NUMBER AND TITLE: STG240, PACKING AND CRATING PERSONNEL
 NUMBER IN GROUP: 254 PERCENT OF TOTAL SAMPLE: 6%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	PERCENT MEMBERS PERFORMING
H575 PACKAGE CARGO FOR SHIPMENT	91
H581 PACKAGE SMALL PARCELS FOR SHIPMENT	85
H562 LABEL SHIPMENTS, OTHER THAN CLASSIFIED, HAZARDOUS, AND SPECIAL SHIPMENTS	82
H579 PACKAGE GENERAL FREIGHT FOR SHIPMENT	80
H577 PACKAGE ELECTROSTATIC SENSITIVE DEVICES (ESD) FOR SHIPMENT	80
H561 LABEL HAZARDOUS SHIPMENTS	76
H524 CRATE CARGO FOR SHIPMENT	76
H650 WEIGH ITEMS	75
H572 MARK HAZARDOUS SHIPMENTS	75
H560 LABEL CLASSIFIED SHIPMENTS	75
F321 CLEAN WORK AREAS	74
H573 MARK SHIPMENTS, OTHER THAN CLASSIFIED, HAZARDOUS, AND SPECIAL SHIPMENTS	74
G398 ANNOTATE ACTUAL WEIGHTS ON SHIPPING DOCUMENTS	73
H576 PACKAGE CARGO FOR STORAGE	70
F383 PREPARE SHIPPING LABELS	69
H566 MAKE ENTRIES ON DD FORMS 1149 (REQUISITION AND INVOICE/ SHIPPING DOCUMENT)	69
H592 PREPARE CARGO PACKING LISTS	68
H632 SEGREGATE ITEMS FOR PACKAGING	68
H567 MAKE ENTRIES ON DD FORMS 1348-1 (DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT)	67
H533 FABRICATE SHIPPING CONTAINERS	67
H639 SIGN FOR SHIPMENTS RECEIVED	63
H588 PLACE PROTECTIVE WRAPS AROUND ITEMS	63
H523 CORRELATE ITEMS AGAINST SHIPPING DOCUMENTS	61
H520 CONSOLIDATE LINE ITEMS INTO SPECIFIED UNITS	61
H651 WEIGH PALLETIZED SHIPMENTS	57

TABLE A5

GROUP ID NUMBER AND TITLE: STG091, FREIGHT HANDLERS

NUMBER IN GROUP: 95

PERCENT OF TOTAL SAMPLE: 2%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	PERCENT MEMBERS PERFORMING
I823 UNLOAD GENERAL FREIGHT FROM SURFACE VEHICLES	72
F321 CLEAN WORK AREAS	72
I828 UNLOAD HAZARDOUS FREIGHT FROM SURFACE VEHICLES	57
I718 INSPECT FREIGHT FOR SUSPECTED DAMAGE	54
I832 UNLOAD SPECIAL HANDLING CARGO FROM SURFACE VEHICLES	53
I826 UNLOAD HAZARDOUS CARGO FROM SURFACE VEHICLES	52
I834 UNLOAD SPECIAL HANDLING FREIGHT FROM SURFACE VEHICLES	51
I754 PERFORM AS SPOTTER DURING UNLOADING OPERATIONS	51
I730 LOAD GENERAL FREIGHT INTO SURFACE VEHICLES	48
I749 MAKE ENTRIES ON AF FORMS 127 (TRAFFIC TRANSFER RECEIPT)	48
H639 SIGN FOR SHIPMENTS RECEIVED	46
I837 VERIFY SHIPMENTS AGAINST MANIFESTS	44
I821 UNLOAD GENERAL CARGO AND MAIL FROM SURFACE VEHICLES	43
I678 BREAK DOWN AND IN-CHECK FREIGHT	42
F317 CLEAN EQUIPMENT	36
A25 PARTICIPATE IN BRIEFINGS	34
I753 PERFORM AS SPOTTER DURING LOADING OPERATIONS	33
I708 FRUSTRATE IMPROPER SHIPMENTS	32
I656 ANNOTATE MANIFESTS FOR SHORT SHIPMENTS	32
I710 IDENTIFY SHIPMENTS FOR UNLOADING	29
I735 LOAD HAZARDOUS FREIGHT INTO SURFACE VEHICLES	29
I733 LOAD HAZARDOUS CARGO INTO SURFACE VEHICLES	26
I750 MATCH CARRIER FREIGHT WAY BILLS WITH MEMORANDUM COPIES OF GBL	26
F330 INSPECT MATERIALS HANDLING EQUIPMENT (MHE) PRIOR TO OPERATION	25
I728 LOAD GENERAL CARGO AND MAIL INTO SURFACE VEHICLES	21
G398 ANNOTATE ACTUAL WEIGHTS ON SHIPPING DOCUMENTS OPERATION	21

TABLE A6

GROUP ID NUMBER AND TITLE: STG315, PASSENGER SERVICE CLERKS
 NUMBER IN GROUP: 412 PERCENT OF TOTAL SAMPLE: 10%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	PERCENT MEMBERS PERFORMING
J856 BRIEF PASSENGERS ON TRAVEL RESTRICTIONS	88
J858 CLOSE OUT FLIGHTS FOR PASSENGER MOVEMENT	86
J854 BRIEF PASSENGERS ON FLIGHT ITINERARIES	84
J887 ESCORT PASSENGERS FROM AIRCRAFT	83
J998 WEIGH AND TAG PASSENGER BAGGAGE	78
J888 ESCORT PASSENGERS TO AIRCRAFT	78
J947 PREPARE MANUAL PASSENGER MANIFESTS	76
J881 DETERMINE PASSENGER ELIGIBILITY FOR MOVEMENT	75
J855 BRIEF PASSENGERS ON TRAVEL ENTITLEMENTS	75
J919 PERFORM ANTIHIJACKING INSPECTIONS OF BAGGAGE	73
J847 ANNOUNCE FLIGHT INFORMATION ON PUBLIC ADDRESS SYSTEMS	71
J927 PREPARE AND ISSUE PASSENGER BOARDING PASSES	71
J930 PREPARE BAGGAGE TAG FORMS	71
J997 VERIFY ELIGIBILITY OF PASSENGERS FOR MOVEMENT	70
J920 PERFORM ANTIHIJACKING INSPECTIONS OF PASSENGERS	70
F366 MEET ARRIVING AIRCRAFT	70
J996 VERIFY COMPLIANCE WITH FOREIGN CLEARANCE GUIDES, SUCH AS CHECKING PASSPORTS, IMMUNIZATION RECORDS, OR VISITS	68
J894 INFORM PASSENGERS OF BORDER CLEARANCE REQUIREMENTS	67
J849 ASSIGN SEATING FOR PASSENGERS	67
F367 MEET DEPARTING AIRCRAFT	65
F321 CLEAN WORK AREAS	65
J845 ANNOTATE LEAVE ORDERS FOR PASSENGER SIGNUPS	62
J872 COORDINATE SEAT RELEASES WITH AIR TERMINAL OPERATIONS CENTER (ATOC)	61
J874 COORDINATE SEAT RELEASES WITH PASSENGER SERVICE CENTER (PSC)	60
J987 SELECT "SPACE A" PASSENGERS FOR MOVEMENT	59

TABLE A7

GROUP ID NUMBER AND TITLE: STG090, TMO PASSENGER PERSONNEL
 NUMBER IN GROUP: 129 PERCENT OF TOTAL SAMPLE: 3%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	PERCENT MEMBERS PERFORMING
J855 BRIEF PASSENGERS ON TRAVEL ENTITLEMENTS	81
J854 BRIEF PASSENGERS ON FLIGHT ITINERARIES	78
J906 MAINTAIN GOVERNMENT TRANSPORTATION REQUEST (GTR) REGISTERS	74
J866 CONFIRM PASSENGER RESERVATIONS	74
J926 PREPARE AND ISSUE DD FORMS 1482-1 AND 1482-4 (MAC TRANSPORTATION AUTHORIZATION)	73
J936 PREPARE DD FORMS 730 (RECEIPT FOR UNUSED TRANSPORTATION REQUESTS AND/OR TICKETS, INCLUDING UNUSED MEAL TICKETS)	73
J856 BRIEF PASSENGERS ON TRAVEL RESTRICTIONS	71
J928 PREPARE AND ISSUE SF FORMS 1169 (US GOVERNMENT TRANSPOR- TATION REQUEST)	71
J865 COMPUTE PASSENGER TRAVEL COSTS	70
J907 MAINTAIN MAC TRANSPORTATION AUTHORIZATION (MTA) REGISTERS	68
E294 PREPARE DD FORMS 1131 (CASH COLLECTION VOUCHER)	66
J861 COMPLETE AF FORMS 1546 (REQUEST FOR FLIGHT/SURFACE RESERVATIONS)	64
J970 REQUEST COMMERCIAL CAPABILITIES (CAT Y)	63
J956 PREPARE SF FORMS 1170 (REDEMPTION OF UNUSED TICKETS)	59
J971 REQUEST GROUP TRAVEL ARRANGEMENTS	57
J844 ANNOTATE DD FORMS 1482-1 AND 1482-4 (MAC TRANSPORTATION TRANSPORTATION AUTHORIZATION)	56
J881 DETERMINE PASSENGER ELIGIBILITY FOR MOVEMENT	53
J963 PROCESS CIRCUITOUS TRAVEL REQUESTS	53
J975 REQUEST, AUDIT, AND VERIFY PASSENGER NAME RESERVATIONS (PNR)	51
J959 PREPARE TRAVEL ITINERARIES	51
J863 COMPUTE CASH COLLECTION CHARGES	51
J873 COORDINATE SEAT RELEASES WITH PASSENGER RESERVATION CENTER (PRC)	43
J876 COORDINATE TRAVEL MOVEMENTS WITH RESERVATION AGENCIES	39
E240 CONTROL ACCOUNTABLE FORMS	39
J925 PREPARE AF FORMS 529 (REQUEST FOR AIR CARRIER SERVICE)	36

TABLE A8

GROUP ID NUMBER AND TITLE: STG389, CONTROLLERS

NUMBER IN GROUP: 148

PERCENT OF TOTAL SAMPLE: 4%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	PERCENT MEMBERS PERFORMING
K999 BRIEF AIRCREWS ON AIRCRAFT LOADS	95
K1000 BRIEF AIRCREWS ON SPECIAL HANDLING SHIPMENT REQUIREMENTS	90
K1050 PREPARE AND DISPATCH AM-9 AIRCRAFT LOAD MESSAGES	87
K1044 PICK UP CARGO DOCUMENTATION FROM AIRCRAFT	86
K1023 DELIVER CARGO DOCUMENTATION TO AIRCRAFT	86
K1053 PREPARE AND DISTRIBUTE MAC TRAFFIC REPORT, TR-1	85
F366 MEET ARRIVING AIRCRAFT	85
K1035 MONITOR AIRCRAFT GROUND OPERATIONS	85
K1026 DISSEMINATE AIRCRAFT ARRIVAL INFORMATION TO TRAFFIC OPERATING FUNCTIONS	84
K1067 PREPARE MAC FORMS 77 (AIRCRAFT GROUND HANDLING RECORD)	82
K1025 DETERMINE SEAT AVAILABILITIES	82
K1027 DISSEMINATE AIRCRAFT DEPARTURE INFORMATION TO TRAFFIC OPERATING FUNCTIONS	82
K1029 INSPECT AIRCRAFT FOR PROPER CONFIGURATIONS	82
F367 MEET DEPARTING AIRCRAFT	78
K1019 COORDINATE PASSENGER DEVIATION WAIVER REQUESTS WITH APPROPRIATE AGENCIES	78
F380 PREPARE MISSION FOLDERS	77
K1033 MAINTAIN AIRCRAFT STATUS BOARDS	75
K1018 COORDINATE ON-LOAD AIRCRAFT CONFIGURATIONS WITH APPROPRIATE BASE AGENCIES	75
K1036 MONITOR AIRCRAFT MAINTENANCE STATUS	74
K1015 COORDINATE LOADMASTER AVAILABILITY TIMES WITH APPROPRIATE AGENCIES	74
F357 MAINTAIN MISSION FOLDERS	71
K1037 MONITOR DELIVERY OF AIRCRAFT TRAFFIC DOCUMENTATION	69
K1048 PREPARE AIRCRAFT GROUND HANDLING RECORDS	68
E233 ANNOTATE AIRCRAFT GROUND HANDLING RECORDS	63
K1004 COMPUTE ALLOWABLE CABIN LOADS (ACL)	61

TABLE A9

GROUP ID NUMBER AND TITLE: STG262, LOAD PLANNERS

NUMBER IN GROUP: 57

PERCENT OF TOTAL SAMPLE: 1%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	PERCENT MEMBERS PERFORMING
H553 INSPECT PLANNED LOADS FOR COMPATIBILITY WITH OTHER CARGO	91
K1032 LOAD PLAN CARGO AND MAIL	86
K1003 COMPUTE AIRCRAFT LOAD CENTERS OF BALANCE AND SEQUENCE	86
K1001 CALCULATE CARGO PLACEMENT IN AIRCRAFT	86
H554 INSPECT PLANNED LOADS FOR COMPATIBILITY WITH PASSENGERS	86
G500 VERIFY COMPLETENESS OF DD FORMS 1387-2 (SPECIAL HANDLING DATA/CERTIFICATION)	81
K1071 SELECT CARGO BY PRIORITIES FOR AIRLIFT	79
G501 VERIFY SHIPMENT CENTERS OF BALANCE	79
K1061 PREPARE FINAL CARGO AND MAIL MANIFESTS	75
K1072 VERIFY AIRCRAFT LOAD CLEARANCE DIMENSIONS	74
K1054 PREPARE AND DISTRIBUTE PREMANIFEST AND LOAD PULL WORKSHEETS	74
K1063 PREPARE MAC FORMS 272 (LOAD/SEQUENCE BREAKDOWN WORKSHEET)	70
G494 SELECT SHIPMENTS FOR LOADING	70
G502 VERIFY SHIPMENT DIMENSIONS	70
K1004 COMPUTE ALLOWABLE CABIN LOADS (ACL)	68
K1047 PLAN PHASE II AIRCRAFT LOADS	67
G489 SCREEN PLANNED LOADS FOR PASSENGER PROHIBITING CARGO	61
H557 INSPECT VEHICLES FOR SHIPMENT	61
A6 DETERMINE WORK PRIORITIES	58
K1030 INSPECT MOVEMENT READINESS OF PLANNED CARGO LOADS	56
H647 VERIFY SHIPMENT SIZES	56
G437 DETERMINE SHIPMENT COMPATIBILITIES	54
I778 PREPARE MECHANIZED CARGO AND MAIL MANIFESTS	53
K1009 COORDINATE BACKLOG REPORTS WITH HIGHER HEADQUARTERS	51
K999 BRIEF AIRCREWS ON AIRCRAFT LOADS	52

TABLE A10

GROUP ID NUMBER AND TITLE: STG274, AIR CARGO PERSONNEL
 NUMBER IN GROUP: 720

PERCENT OF TOTAL SAMPLE: 18%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	PERCENT MEMBERS PERFORMING
I824 UNLOAD HAZARDOUS CARGO FROM AIRCRAFT	87
I753 PERFORM AS SPOTTER DURING LOADING OPERATIONS	86
H640 TIE DOWN CARGO AND MAIL IN AIRCRAFT	85
I732 LOAD HAZARDOUS CARGO INTO AIRCRAFT	83
I830 UNLOAD SPECIAL HANDLING CARGO FROM AIRCRAFT	82
I819 UNLOAD GENERAL CARGO AND MAIL FROM AIRCRAFT	81
I738 LOAD SPECIAL HANDLING CARGO INTO AIRCRAFT	81
I754 PERFORM AS SPOTTER DURING UNLOADING OPERATIONS	80
I825 UNLOAD HAZARDOUS CARGO FROM LOADING EQUIPMENT	79
I727 LOAD GENERAL CARGO AND MAIL INTO AIRCRAFT	78
H641 TIE DOWN CARGO AND MAIL TO PALLETS	78
I734 LOAD HAZARDOUS CARGO ONTO LOADING EQUIPMENT	77
F321 CLEAN WORK AREAS	77
I831 UNLOAD SPECIAL HANDLING CARGO FROM LOADING EQUIPMENT	77
F332 INSPECT 463L PALLETS	77
I820 UNLOAD GENERAL CARGO AND MAIL FROM LOADING EQUIPMENT	76
F330 INSPECT MATERIALS HANDLING EQUIPMENT (MHE) PRIOR TO OPERATION	76
F331 INSPECT 463L NETS	76
I729 LOAD GENERAL CARGO AND MAIL ONTO LOADING EQUIPMENT	72
I740 LOAD SPECIAL HANDLING CARGO ONTO LOADING EQUIPMENT	71
H643 TIE DOWN FREIGHT TO PALLETS	70
F333 INSPECT 463L TIEDOWN EQUIPMENT	70
I731 LOAD GENERAL FREIGHT ONTO LOADING EQUIPMENT	66
I800 REMOVE TIEDOWN DEVICES	66
F366 MEET ARRIVING AIRCRAFT	63
I822 UNLOAD GENERAL FREIGHT FROM LOADING EQUIPMENT	62
I827 UNLOAD HAZARDOUS FREIGHT FROM LOADING EQUIPMENT	62

TABLE A11

GROUP ID NUMBER AND TITLE: STG330, PROCESSORS

NUMBER IN GROUP: 126

PERCENT OF TOTAL SAMPLE: 3%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	PERCENT MEMBERS PERFORMING
H641 TIE DOWN CARGO AND MAIL TO PALLETS	94
H583 PALLETIZE CARGO AND MAIL FOR SHIPMENT	91
G498 TIE DOWN PALLETS WITH 463L NETS FOR SHIPMENT	91
F332 INSPECT 463L PALLETS	82
H651 WEIGH PALLETIZED SHIPMENTS	80
F331 INSPECT 463L NETS	79
F321 CLEAN WORK AREAS	78
H643 TIE DOWN FREIGHT TO PALLETS	75
F333 INSPECT 463L TIEDOWN EQUIPMENT	75
H589 PREPARE AF FORMS 2279 (PALLET IDENTIFIER)	73
F330 INSPECT MATERIALS HANDLING EQUIPMENT (MHE) PRIOR TO OPERATION	71
H519 COMPUTE NET WEIGHT OF PALLETIZED SHIPMENTS	66
H515 COMPUTE CENTERS OF BALANCE FOR MULTIPALLET TRAINS	60
H587 PLACE PROTECTIVE COVERINGS OVER SHIPMENTS	58
H648 VERIFY SHIPMENT WEIGHTS	56
H650 WEIGH ITEMS	55
A025 PARTICIPATE IN BRIEFINGS	55
G495 SELECT SHIPMENTS FOR PALLETIZING	54
H646 VERIFY SHIPMENT DESTINATIONS	52
I715 INSPECT CARGO AND MAIL FOR SUSPECTED DAMAGE	52
H584 PALLETIZE CARGO FOR STORAGE	48
H509 ASSEMBLE CARGO AND MAIL FOR LOADING	47
H611 PREPARE PALLET LISTINGS	47
I701 DEPALLETIZE CARGO AND MAIL	45
I713 INSPECT CARGO AND MAIL FOR PROPER RESTRAINT	43

TABLE A12

GROUP ID NUMBER AND TITLE: STG395, PALLETS AND NETS PERSONNEL

NUMBER IN GROUP: 33

PERCENT OF TOTAL SAMPLE: LESS THAN 1%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	PERCENT MEMBERS PERFORMING
F393 STORE 463L PALLETS	97
F392 STORE 463L NETS	97
F332 INSPECT 463L PALLETS	97
F364 MAINTAIN 463L PALLETS	97
F365 MAINTAIN 463L TIEDOWN EQUIPMENT	91
F363 MAINTAIN 463L NETS	97
F394 STORE 463L TIEDOWN EQUIPMENT	82
F331 INSPECT 463L NETS	97
F333 INSPECT 463L TIEDOWN EQUIPMENT	88
F338 INVENTORY PALLETS	73
F335 INVENTORY NETS	70
F321 CLEAN WORK AREAS	79
F382 PREPARE PALLET REPORTS	73
F381 PREPARE NET REPORTS	70
F330 INSPECT MATERIALS HANDLING EQUIPMENT (MHE) PRIOR TO OPERATION	67
G498 TIE DOWN PALLETS WITH 463L NETS FOR SHIPMENT	67
F319 CLEAN PALLETS	67
I800 REMOVE TIEDOWN DEVICES	61
F366 MEET ARRIVING AIRCRAFT	48
F317 CLEAN EQUIPMENT	52
F318 CLEAN NETS	61
F371 PERFORM ONE-FOR-ONE EXCHANGE OF TIEDOWN EQUIPMENT	52
F384 PREPARE SHIPPING TAGS	33
F383 PREPARE SHIPPING LABELS	52
F372 PERFORM VEHICLE PRE- OR POSTOPERATIONAL INSPECTIONS	55

TABLE A13

GROUP ID NUMBER AND TITLE: STG369, AERIAL DELIVERY PERSONNEL
 NUMBER IN GROUP: 78 PERCENT OF TOTAL SAMPLE: 2%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	PERCENT MEMBERS PERFORMING
M1129 AFFIX PARACHUTES TO AIRDROP LOADS	99
M1149 RIG CARGO ON PLATFORMS FOR AIRDROPS	96
M1128 AFFIX EXTRACTION SYSTEMS TO AIRDROP LOADS	95
M1131 ATTACH PARACHUTE RELEASE ASSEMBLIES TO AIRDROP LOADS	95
M1132 CLEAN CARGO RECOVERED FROM AIRDROPS	95
M1145 RECOVER EQUIPMENT USED IN AIRDROPS	94
M1130 ASSEMBLE EXTRACTION SYSTEMS	92
M1133 CLEAN EQUIPMENT RECOVERED FROM AIRDROPS	92
M1150 RIG CDS	91
M1146 RECOVER LOADS USED IN AIRDROPS	91
M1134 CONSTRUCT CONTAINER DELIVERY SYSTEM (CDS) SKID BOARDS	90
M1140 INSPECT PLATFORMS PRIOR TO RERIGGING	87
M1148 RESTORE EQUIPMENT RECOVERED FROM AIRDROPS	83
M1147 RESTORE CARGO RECOVERED FROM AIRDROPS	81
F321 CLEAN WORK AREAS	77
I753 PERFORM AS SPOTTER DURING LOADING OPERATIONS	73
M1142 PACK PARACHUTES	72
M1135 CONSTRUCT METRIC PLATFORMS	71
M1138 INSPECT PARACHUTE RELEASE ASSEMBLIES	69
M1141 MAINTAIN PARACHUTE RELEASE ASSEMBLIES	68
M1137 INSPECT EXTRACTION SYSTEMS	65
I754 PERFORM AS SPOTTER DURING UNLOADING OPERATIONS	65
M1143 PACK TACTICAL TRAINING BUNDLES (TTB)	64
M1151 RIG LOW ALTITUDE PARACHUTE EXTRACTION SYSTEMS	63
M1136 INSPECT AIRDROP LOADS PRIOR TO AIRCRAFT LOADINGS	60
F330 INSPECT MATERIALS HANDLING EQUIPMENT (MHE) PRIOR TO OPERATION	50

TABLE A14

GROUP ID NUMBER AND TITLE: STG050, FLEET SERVICE PERSONNEL

NUMBER IN GROUP: 159

PERCENT OF TOTAL SAMPLE: 4%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	PERCENT MEMBERS PERFORMING
L1084 DELIVER IN-FLIGHT MEALS TO AIRCRAFT	97
L1118 REMOVE TRASH FROM AIRCRAFT	97
L1077 CLEAN AIRCRAFT GALLEYS	97
L1119 REMOVE WASTE MATERIALS FROM AIRCRAFT	97
L1087 DISPOSE OF TRASH REMOVED FROM AIRCRAFT	97
L1088 DISPOSE OF WASTE MATERIALS REMOVED FROM AIRCRAFT	97
L1090 FILL FRESH WATER TANKS AND CONTAINERS	96
L1085 DELIVER UNUSED IN-FLIGHT MEALS TO IN-FLIGHT KITCHEN	96
L1103 LOAD FLEET SERVICE EQUIPMENT ON AIRCRAFT	94
L1100 ISSUE EXPENDABLE AIRCRAFT SUPPLIES	94
L1098 INVENTORY FLEET SERVICE EQUIPMENT ABOARD AIRCRAFT	94
L1089 FILL AIRCRAFT LAVATORIES	94
L1079 CLEAN AIRCRAFT OVENS	94
L1074 ANNOTATE MAC FORMS 12 (FLEET SERVICE CHECKLIST) FOR INTRANSIT STOPS	93
L1112 PREPARE MAC FORMS 12 (FLEET SERVICE CHECKLIST)	92
L1096 INSTALL FLEET SERVICE EQUIPMENT IN AIRCRAFT	92
L1078 CLEAN AIRCRAFT INTERIORS	92
L1086 DISPOSE OF FOOD LEAVINGS OR VEGETABLES	91
L1109 PICK UP IN-FLIGHT MEALS	90
L1091 FLUSH AIRCRAFT LAVATORY SYSTEMS	90
L1101 ISSUE NONEXPENDABLE AIRCRAFT SUPPLIES	89
L1099 INVENTORY NONEXPENDABLE AIRCRAFT SUPPLIES	88
L1104 LOAD FLEET SERVICE SUPPLIES ON AIRCRAFT	86
L1097 INVENTORY EXPENDABLE AIRCRAFT SUPPLIES	86
L1092 INITIATE SHIPMENTS OF NONEXPENDABLE ITEMS	82

TABLE A15

GROUP ID NUMBER AND TITLE: STG047, DATA RECORDS CLERKS

NUMBER IN GROUP: 104

PERCENT OF TOTAL SAMPLE: 3%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	PERCENT MEMBERS PERFORMING
I814 TRACE CARGO AND MAIL SHIPMENTS	69
E238 COMPILE DATA FOR REPORTS	57
F321 CLEAN WORK AREAS	54
I787 PREPARE SHORT SHIPMENT REPORTS	45
A25 PARTICIPATE IN BRIEFINGS	45
I785 PREPARE SF FORMS 361 (DISCREPANCY IN SHIPMENT REPORT	42
I804 REVIEW MANIFESTS	41
E282 MAINTAIN TRACER ACTION FILES	41
I780 PREPARE OVER SHIPMENT REPORTS	39
I816 TRACE SURFACE FREIGHT SHIPMENTS	38
E257 MAINTAIN CARGO/MAIL MANIFEST CONTROL LOGS	38
I815 TRACE PERSONAL PROPERTY SHIPMENTS	38
C152 REVIEW MESSAGES	38
A6 DETERMINE WORK PRIORITIES	38
E236 AUDIT MANIFESTS	37
I809 REVIEW SHORT SHIPMENT NOTICES	37
I807 REVIEW OVER SHIPMENT NOTICES	36
E260 MAINTAIN COMPUTER LISTING FILES	34
E241 DISPATCH MESSAGES RELATING TO SHIPMENT MOVEMENTS, OTHER THAN HUMAN REMAINS, CLASSIFIED, AND SENSITIVE CARGO	33
F357 MAINTAIN MISSION FOLDERS	26
I775 PREPARE LOST, STOLEN, OR PILFERED SHIPMENT REPORTS	25
E237 AUDIT TRANSPORTATION CONTROL AND MOVEMENT DOCUMENTS (TCMD)	23
I656 ANNOTATE MANIFESTS FOR SHORT SHIPMENTS	13
I655 ANNOTATE MANIFESTS FOR OVER SHIPMENTS	13
I708 FRUSTRATE IMPROPER SHIPMENTS	12

TABLE A16

GROUP ID NUMBER AND TITLE: STG105, SUPERVISORS AND ADMINISTRATORS
 NUMBER IN GROUP: 599 PERCENT OF TOTAL SAMPLE: 15%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	PERCENT MEMBERS PERFORMING
A25 PARTICIPATE IN BRIEFINGS	84
C152 REVIEW MESSAGES	75
A27 PARTICIPATE IN MEETINGS, OTHER THAN MOBILITY AND EXERCISE PLANNING MEETINGS	73
B55 COUNSEL SUBORDINATES ON MILITARY-RELATED MATTERS	72
C151 REVIEW CORRESPONDENCE	70
B54 COUNSEL SUBORDINATES ON JOB PROGRESSION	70
C156 WRITE APR	69
A26 PARTICIPATE IN CONFERENCES	69
C142 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	68
A6 DETERMINE WORK PRIORITIES	67
B97 ORIENT NEWLY ASSIGNED PERSONNEL	67
B56 COUNSEL SUBORDINATES ON PERSONAL MATTERS	64
D208 MAKE ENTRIES ON AF FORMS 623 AND 623A (ON-THE-JOB TRAINING RECORD)	63
A1 ASSIGN PERSONNEL TO DUTY POSITIONS	61
A24 ESTABLISH WORK SCHEDULES	58
A45 SCHEDULE LEAVES	54
C141 INSPECT APPEARANCE OF FACILITIES	53
A22 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	51
C159 WRITE RECOMMENDATIONS FOR AWARDS OR DECORATIONS	51
A14 DEVELOP SELF-INSPECTION PROGRAMS	49
B95 INTERPRET DIRECTIVES FOR SUBORDINATES	49
C140 ENDORSE AIRMAN PERFORMANCE REPORTS (APR)	48
A36 PLAN WORK ASSIGNMENTS	48
C153 REVIEW SPECIAL REPORTS, OTHER THAN TRAINING REPORTS	47
D209 MAKE ENTRIES ON AF FORMS 797 (JOB QUALIFICATION STANDARD CONTINUATION SHEET)	47
B52 CONDUCT BRIEFINGS	45
C133 EVALUATE PERSONNEL FOR COMPLIANCE WITH PERFORMANCE STANDARDS	45

TABLE A17

GROUP ID NUMBER AND TITLE: STG100, PLANS AND MOBILITY PERSONNEL
 NUMBER IN GROUP: 133 PERCENT OF TOTAL SAMPLE: 3%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	PERCENT MEMBERS PERFORMING
A25 PARTICIPATE IN BRIEFINGS	90
A26 PARTICIPATE IN CONFERENCES	72
C152 REVIEW MESSAGES	71
P1229 CONDUCT MOBILITY TRAINING	68
P1289 PARTICIPATE IN EXERCISE PLANNING MEETINGS	65
P1302 REVIEW IG INSPECTION RESULTS	65
C151 REVIEW CORRESPONDENCE	62
P1290 PARTICIPATE IN MOBILITY DEPLOYMENT PLANNING MEETINGS	62
P1303 REVIEW STAFF ASSISTANCE VISIT RESULTS	62
P1243 DETERMINE PERSONNEL REQUIREMENTS FOR MOBILITY EXERCISES OR DEPLOYMENTS	60
P1239 COORDINATE MOBILITY EXERCISE OR CONTINGENCY REQUIRE- MENTS WITH PARTICIPATING UNITS	59
P1238 COORDINATE MOBILITY EXERCISE OR CONTINGENCY PLANS WITH PARTICIPATING UNITS	59
P1249 DEVELOP TRANSPORTATION MOBILITY PLAN INPUTS TO BASE MOBILITY PLAN	59
P1259 DIRECT MOBILITY WORKCENTERS DURING MOBILITY EXERCISES OR DEPLOYMENTS	57
P1284 MAINTAIN MOBILITY TRAINING RECORDS	55
P1233 CONSOLIDATE UNIT INPUTS TO MOBILITY AUGMENTEE ROSTERS	55
P1312 SCHEDULE PERSONNEL FOR MOBILITY TRAINING	54
P1225 ASSIGN PERSONNEL TO TRANSPORTATION MOBILITY POSITIONS	54
P1244 DETERMINE TRANSPORTATION EQUIPMENT REQUIREMENTS FOR MOBILITY EXERCISES OR DEPLOYMENTS	54
B96 MAINTAIN CONTINGENCY PLANS	54
P1292 PLAN MOBILITY TRAINING REQUIREMENTS	53
P1277 IDENTIFY PERSONNEL REQUIREMENTS FOR DEPLOYMENTS	51
D169 CONDUCT LOCAL CLASSROOM TRAINING	50
P1234 CONSOLIDATE UNIT REPRESENTATIVE (UNITREP) DATA RECEIVED FROM UNIT WORK SECTIONS	49
P1286 MAINTAIN WORKCENTER PYRAMID RECALL PLANS	45

TABLE A18

GROUP ID NUMBER AND TITLE: STG025, INSTRUCTORS

NUMBER IN GROUP: 44

PERCENT OF TOTAL SAMPLE: 3%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

TASKS	PERCENT MEMBERS PERFORMING
D163 ADMINISTER TESTS	68
D228 SCORE TESTS	61
D169 CONDUCT LOCAL CLASSROOM TRAINING	45
D216 PREPARE LESSON PLANS	45
D202 MAINTAIN TRAINING AIDS	45
D177 COUNSEL TRAINEES ON TRAINING PROGRESS	43
D231 WRITE TEST QUESTIONS	43
D171 CONDUCT RESIDENT COURSE CLASSROOM TRAINING	41
D204 MAINTAIN TRAINING RECORDS	39
D187 DEVELOP TRAINING AIDS	39
D208 MAKE ENTRIES ON AF FORMS 623 AND 623A (ON-THE-JOB TRAINING RECORD)	39
D178 DEMONSTRATE HOW TO LOCATE TECHNICAL INFORMATION	34
C156 WRITE APR	34
D200 INSPECT TRAINING AIDS FOR OPERATION OR SUITABILITY	34
D193 EVALUATE PROGRESS OF RESIDENT COURSE STUDENTS	30
D206 MAKE ENTRIES ON AF FORMS 1098 (SPECIAL TASK CERTIFICATION AND RECURRING TRAINING)	30
B97 ORIENT NEWLY ASSIGNED PERSONNEL	30
C142 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	25
D203 MAINTAIN TRAINING DEVICES	25
D164 ADVISE UNIT STAFF PERSONNEL ON TRAINING MATTERS	25
D174 CONDUCT SPECIALIZED TRAINING	23
D186 DEVELOP RESIDENT COURSE CURRICULUM MATERIALS	23
D214 PLAN TRAINING, OTHER THAN OJT	23
D194 EVALUATE PROGRESS OF TRAINEES, OTHER THAN RESIDENT COURSE STUDENTS	19
D180 DETERMINE RESIDENT COURSE TRAINING REQUIREMENTS	16
D201 MAINTAIN STUDY REFERENCE FILES	14

APPENDIX B
REPRESENTATIVE TASKS PERFORMED BY MEMBERS
OF DAFSC GROUPS

TABLE B1

REPRESENTATIVE TASKS PERFORMED BY DAFSC 60230/50 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=467)
A25 PARTICIPATE IN BRIEFINGS	47
F321 CLEAN WORK AREAS	42
E294 PREPARE DD FORMS 1131 (CASH COLLECTION VOUCHER)	40
H626 REVIEW DD FORMS 1299 (APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY)	37
E311 REVIEW GOVERNMENT BILLS OF LADING (GBL)	32
A6 DETERMINE WORK PRIORITIES	31
I815 TRACE PERSONAL PROPERTY SHIPMENTS	30
C152 REVIEW MESSAGES	30
H596 PREPARE DD FORMS 1299 (APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY)	28
J855 BRIEF PASSENGERS ON TRAVEL ENTITLEMENTS	27
J854 BRIEF PASSENGERS ON FLIGHT ITINERARIES	27
E240 CONTROL ACCOUNTABLE FORMS	27
G420 COUNSEL PERSONNEL ON PERSONAL PROPERTY ENTITLEMENTS	26
J926 PREPARE AND ISSUE DD FORMS 1482-1 AND 1482-4 (MAC TRANSPORTATION AUTHORIZATION)	25
J856 BRIEF PASSENGERS ON TRAVEL RESTRICTIONS	24
I682 CLEAR INBOUND PERSONAL PROPERTY SHIPMENTS	23
G441 DETERMINE TRANSIT TIME ALLOWANCES	23
G461 PREPARE GOVERNMENT BILLS OF LADING (GBL)	22
I773 PREPARE DD FORMS 2223 (SHIPMENT EVALUATION AND INSPECTION RECORD)	21
I768 PREPARE DD FORMS 1781 (CUSTOMER SATISFACTION REPORT)	20
H598 PREPARE DD FORMS 1780 (REPORT OF CARRIER SERVICES, PERSONAL PROPERTY SHIPMENT)	20
H599 PREPARE DD FORMS 1797 (PERSONAL PROPERTY COUNSELING CHECKLIST)	20
F352 MAINTAIN GOVERNMENT BILLS OF LADING (GBL)	19
H604 PREPARE DOCUMENTATION FOR LOCAL MOVES	19
I748 MAINTAIN SIT LOGS	18

TABLE B2

REPRESENTATIVE TASKS PERFORMED BY DAFSC 60231/51 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=698)
F321 CLEAN WORK AREAS	68
G398 ANNOTATE ACTUAL WEIGHTS ON SHIPPING DOCUMENTS	52
F383 PREPARE SHIPPING LABELS	50
A25 PARTICIPATE IN BRIEFINGS	49
H567 MAKE ENTRIES ON DD FORMS 1348-1 (DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT)	48
H566 MAKE ENTRIES ON DD FORMS 1149 (REQUISITION AND INVOICE/SHIPPING DOCUMENT)	48
H639 SIGN FOR SHIPMENTS RECEIVED	47
H562 LABEL SHIPMENTS, OTHER THAN CLASSIFIED, HAZARDOUS, AND SPECIAL SHIPMENTS	45
H650 WEIGH ITEMS	45
I749 MAKE ENTRIES ON AF FORMS 127 (TRAFFIC TRANSFER RECEIPT)	45
E253 INITIATE AF FORMS 127 (TRAFFIC TRANSFER RECEIPT)	45
H575 PACKAGE CARGO FOR SHIPMENT	43
G492 SELECT MODE OF SHIPMENTS	42
I753 PERFORM AS SPOTTER DURING LOADING OPERATIONS SPECIAL SHIPMENTS	41
H579 PACKAGE GENERAL FREIGHT FOR SHIPMENT	40
H581 PACKAGE SMALL PARCELS FOR SHIPMENT	39
G436 DETERMINE MODES FOR TRANSPORTING SHIPMENTS	39
I754 PERFORM AS SPOTTER DURING UNLOADING OPERATIONS	39
F317 CLEAN EQUIPMENT	38
F384 PREPARE SHIPPING TAGS	38
I730 LOAD GENERAL FREIGHT INTO SURFACE VEHICLES	37
H564 MAINTAIN TRANSPORTATION CONTROL NUMBER (TCN) LOGS	37
H592 PREPARE CARGO PACKING LISTS	34
H573 MARK SHIPMENTS, OTHER THAN CLASSIFIED, HAZARDOUS, AND SPECIAL SHIPMENTS	34
I823 UNLOAD GENERAL FREIGHT FROM SURFACE VEHICLES	32
I816 TRACE SURFACE FREIGHT SHIPMENTS	30
I718 INSPECT FREIGHT FOR SUSPECTED DAMAGE	28
I678 BREAK DOWN AND IN-CHECK FREIGHT	24

TABLE B3

REPRESENTATIVE TASKS PERFORMED BY DAFSC 60273 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=282)
A25 PARTICIPATE IN BRIEFINGS	74
C156 WRITE APR	73
B55 COUNSEL SUBORDINATES ON MILITARY-RELATED MATTERS	68
C152 REVIEW MESSAGES	67
B54 COUNSEL SUBORDINATES ON JOB PROGRESSION	67
C142 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	66
A6 DETERMINE WORK PRIORITIES	65
D208 MAKE ENTRIES ON AF FORMS 623 AND 623A (ON-THE-JOB TRAINING RECORD)	65
A27 PARTICIPATE IN MEETINGS, OTHER THAN MOBILITY AND EXERCISE PLANNING MEETINGS	61
C151 REVIEW CORRESPONDENCE	60
A24 ESTABLISH WORK SCHEDULES	59
B56 COUNSEL SUBORDINATES ON PERSONAL MATTERS	59
B97 ORIENT NEWLY ASSIGNED PERSONNEL	58
A26 PARTICIPATE IN CONFERENCES	57
A4 ASSIGN PERSONNEL TO DUTY POSITIONS	56
A45 SCHEDULE LEAVES	53
C159 WRITE RECOMMENDATIONS FOR AWARDS OR DECORATIONS	50
A2 ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL	49
A22 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	47
C141 INSPECT APPEARANCE OF FACILITIES	46
B95 INTERPRET DIRECTIVES FOR SUBORDINATES	45
C140 ENDORSE AIRMAN PERFORMANCE REPORTS (APR)	45
D204 MAINTAIN TRAINING RECORDS	44
A36 PLAN WORK ASSIGNMENTS	44
D178 DEMONSTRATE HOW TO LOCATE TECHNICAL INFORMATION	43
E311 REVIEW GOVERNMENT BILLS OF LADING (GBL)	38
E238 COMPILE DATA FOR REPORTS	38
C153 REVIEW SPECIAL REPORTS, OTHER THAN TRAINING REPORTS	35

TABLE B4

REPRESENTATIVE TASKS PERFORMED BY DAFSC 60299/00 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=42)
C151 REVIEW CORRESPONDENCE	93
C152 REVIEW MESSAGES	93
A25 PARTICIPATE IN BRIEFINGS	93
A26 PARTICIPATE IN CONFERENCES	90
A27 PARTICIPATE IN MEETINGS, OTHER THAN MOBILITY AND EXERCISE PLANNING MEETINGS	88
A11 DEVELOP MANAGEMENT OBJECTIVES	81
A5 DETERMINE PERSONNEL MANNING REQUIREMENTS	79
A1 ASSIGN PERSONNEL TO DUTY POSITIONS	79
C150 REVIEW AND EDIT RECOMMENDATIONS FOR AWARDS OR DECORATIONS	76
A6 DETERMINE WORK PRIORITIES	76
C159 WRITE RECOMMENDATIONS FOR AWARDS OR DECORATIONS	71
C153 REVIEW SPECIAL REPORTS, OTHER THAN TRAINING REPORTS	69
C142 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	69
C156 WRITE APR	69
A28 PARTICIPATE IN WORKSHOPS	67
A37 PREPARE BRIEFINGS	67
C140 ENDORSE AIRMAN PERFORMANCE REPORTS (APR)	67
A14 DEVELOP SELF-INSPECTION PROGRAMS	67
E312 REVIEW TWRAPS	64
B55 COUNSEL SUBORDINATES ON MILITARY-RELATED MATTERS	64
B95 INTERPRET DIRECTIVES FOR SUBORDINATES	62
C141 INSPECT APPEARANCE OF FACILITIES	60
C138 EVALUATE SUGGESTIONS	60
B82 DIRECT TRAFFIC MANAGEMENT OFFICE (TMO) FUNCTIONS	57
A29 PLAN BRIEFINGS	57
A18 DRAFT DIRECTIVE SUPPLEMENTS	57
C154 REVIEW STAFF STUDIES	55
B114 SUPERVISE TRAFFIC MANAGEMENT SUPERVISORS (AFSC 60273)	52
C158 WRITE INSPECTION REPORTS	36

TABLE B5
REPRESENTATIVE TASKS PERFORMED BY
FIRST-ENLISTMENT DAFSC 602X0 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=42)
F321 CLEAN WORK AREAS	44
A25 PARTICIPATE IN BRIEFINGS	42
E294 PREPARE DD FORMS 1131 (CASH COLLECTION VOUCHER)	41
H626 REVIEW DD FORMS 1299 (APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY)	40
E311 REVIEW GOVERNMENT BILLS OF LADING (GBL)	36
I815 TRACE PERSONAL PROPERTY SHIPMENTS	34
G461 PREPARE GOVERNMENT BILLS OF LADING (GBL)	30
H596 PREPARE DD FORMS 1299 (APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY)	30
J855 BRIEF PASSENGERS ON TRAVEL ENTITLEMENTS	29
J854 BRIEF PASSENGERS ON FLIGHT ITINERARIES	29
E288 PREPARE AF FORMS 1530 (PUNCH CARD TRANSCRIPT)	28
G441 DETERMINE TRANSIT TIME ALLOWANCES	27
J856 BRIEF PASSENGERS ON TRAVEL RESTRICTIONS	26
I773 PREPARE DD FORMS 2223 (SHIPMENT EVALUATION AND INSPECTION	25
I682 CLEAR INBOUND PERSONAL PROPERTY SHIPMENTS	25
E240 CONTROL ACCOUNTABLE FORMS	25
J926 PREPARE AND ISSUE DD FORMS 1482-1 AND 1482-4 (MAC TRANSPORTATION AUTHORIZATION)	25
F352 MAINTAIN GOVERNMENT BILLS OF LADING (GBL)	24
G420 COUNSEL PERSONNEL ON PERSONAL PROPERTY ENTITLEMENTS	24
H598 PREPARE DD FORMS 1780 (REPORT OF CARRIER SERVICES, PERSONAL PROPERTY SHIPMENT)	23
I768 PREPARE DD FORMS 1781 (CUSTOMER SATISFACTION REPORT)	23
H604 PREPARE DOCUMENTATION FOR LOCAL MOVES	22
H599 PREPARE DD FORMS 1797 (PERSONAL PROPERTY COUNSELING CHECKLIST)	21
I748 MAINTAIN SIT LOGS	21
I763 PREPARE AF FORMS 680 (PERSONAL PROPERTY SHIPMENT RECORD)	17

TABLE B6
REPRESENTATIVE TASKS PERFORMED BY
FIRST-ENLISTMENT DAFSC 602X1 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=42)
F321 CLEAN WORK AREAS	73
F383 PREPARE SHIPPING LABELS	52
G398 ANNOTATE ACTUAL WEIGHTS ON SHIPPING DOCUMENTS	52
H639 SIGN FOR SHIPMENTS RECEIVED	50
H567 MAKE ENTRIES ON DD FORMS 1348-1 (DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT)	50
H566 MAKE ENTRIES ON DD FORMS 1149 (REQUISITION AND INVOICE/ SHIPPING DOCUMENT)	48
H650 WEIGH ITEMS	47
G492 SELECT MODE OF SHIPMENTS	46
H562 LABEL SHIPMENTS, OTHER THAN CLASSIFIED, HAZARDOUS, AND SPECIAL SHIPMENTS	45
I749 MAKE ENTRIES ON AF FORMS 127 (TRAFFIC TRANSFER RECEIPT)	45
H575 PACKAGE CARGO FOR SHIPMENT	43
F317 CLEAN EQUIPMENT	43
I753 PERFORM AS SPOTTER DURING LOADING OPERATIONS	43
H579 PACKAGE GENERAL FREIGHT FOR SHIPMENT	41
G436 DETERMINE MODES FOR TRANSPORTING SHIPMENTS	41
H564 MAINTAIN TRANSPORTATION CONTROL NUMBER (TCN) LOGS	41
I754 PERFORM AS SPOTTER DURING UNLOADING OPERATIONS	41
H581 PACKAGE SMALL PARCELS FOR SHIPMENT	40
F384 PREPARE SHIPPING TAGS	40
I730 LOAD GENERAL FREIGHT INTO SURFACE VEHICLES	39
I823 UNLOAD GENERAL FREIGHT FROM SURFACE VEHICLES	36
H592 PREPARE CARGO PACKING LISTS	35
I816 TRACE SURFACE FREIGHT SHIPMENTS	31
I678 BREAK DOWN AND IN-CHECK FREIGHT	28
I837 VERIFY SHIPMENTS AGAINST MANIFESTS	28

TABLE B7

REPRESENTATIVE TASKS PERFORMED BY DAFSC 60530/50 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=42)
J856 BRIEF PASSENGERS ON TRAVEL RESTRICTIONS	67
J854 BRIEF PASSENGERS ON FLIGHT ITINERARIES	66
F321 CLEAN WORK AREAS	65
J858 CLOSE OUT FLIGHTS FOR PASSENGER MOVEMENT	64
J887 ESCORT PASSENGERS FROM AIRCRAFT	64
J998 WEIGH AND TAG PASSENGER BAGGAGE	62
F366 MEET ARRIVING AIRCRAFT	62
J888 ESCORT PASSENGERS TO AIRCRAFT	60
J855 BRIEF PASSENGERS ON TRAVEL ENTITLEMENTS	57
J947 PREPARE MANUAL PASSENGER MANIFESTS	57
J881 DETERMINE PASSENGER ELIGIBILITY FOR MOVEMENT	56
F367 MEET DEPARTING AIRCRAFT	56
J919 PERFORM ANTIHIJACKING INSPECTIONS OF BAGGAGE	56
J930 PREPARE BAGGAGE TAG FORMS	56
J847 ANNOUNCE FLIGHT INFORMATION ON PUBLIC ADDRESS SYSTEMS	53
J927 PREPARE AND ISSUE PASSENGER BOARDING PASSES	53
J920 PERFORM ANTIHIJACKING INSPECTIONS OF PASSENGERS	53
J849 ASSIGN SEATING FOR PASSENGERS	52
J997 VERIFY ELIGIBILITY OF PASSENGERS FOR MOVEMENT	51
J894 INFORM PASSENGERS OF BORDER CLEARANCE REQUIREMENTS	51
J996 VERIFY COMPLIANCE WITH FOREIGN CLEARANCE GUIDES, SUCH AS CHECKING PASSPORTS, IMMUNIZATION RECORDS, OR VISAS	50
J872 COORDINATE SEAT RELEASES WITH AIR TERMINAL OPERATIONS CENTER (ATOC)	47
J992 UNLOAD PASSENGER BAGGAGE	47
J845 ANNOTATE LEAVE ORDERS FOR PASSENGER SIGNUPS	45
J987 SELECT "SPACE A" PASSENGERS FOR MOVEMENT	44
J945 PREPARE MAC FORMS 53 (APPLICATION FOR AIR TRAVEL)	41
J913 MAINTAIN SPACE AVAILABLE BACKLOG LISTINGS	41

TABLE B8

REPRESENTATIVE TASKS PERFORMED BY AFSC 60531/51 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=42)
F321 CLEAN WORK AREAS	70
I753 PERFORM AS SPOTTER DURING LOADING OPERATIONS	53
A25 PARTICIPATE IN BRIEFINGS	52
F330 INSPECT MATERIALS HANDLING EQUIPMENT (MHE) PRIOR TO OPERATION	51
I754 PERFORM AS SPOTTER DURING UNLOADING OPERATIONS	49
F332 INSPECT 463L PALLETS	48
F331 INSPECT 463L NETS	47
F317 CLEAN EQUIPMENT	47
H641 TIE DOWN CARGO AND MAIL TO PALLETS	46
H640 TIE DOWN CARGO AND MAIL IN AIRCRAFT	46
F366 MEET ARRIVING AIRCRAFT	45
F333 INSPECT 463L TIEDOWN EQUIPMENT	44
I824 UNLOAD HAZARDOUS CARGO FROM AIRCRAFT	43
I732 LOAD HAZARDOUS CARGO INTO AIRCRAFT	42
I819 UNLOAD GENERAL CARGO AND MAIL FROM AIRCRAFT	41
G498 TIE DOWN PALLETS WITH 463L NETS FOR SHIPMENT	41
I727 LOAD GENERAL CARGO AND MAIL INTO AIRCRAFT	41
H643 TIE DOWN FREIGHT TO PALLETS	41
I738 LOAD SPECIAL HANDLING CARGO INTO AIRCRAFT	41
I830 UNLOAD SPECIAL HANDLING CARGO FROM AIRCRAFT	40
I820 UNLOAD GENERAL CARGO AND MAIL FROM LOADING EQUIPMENT	39
I800 REMOVE TIEDOWN DEVICES	38
H651 WEIGH PALLETIZED SHIPMENTS	38
H583 PALLETIZE CARGO AND MAIL FOR SHIPMENT	37
I729 LOAD GENERAL CARGO AND MAIL ONTO LOADING EQUIPMENT	37
F367 MEET DEPARTING AIRCRAFT	35
F372 PERFORM VEHICLE PRE- OR POSTOPERATIONAL INSPECTIONS	35

TABLE B9

REPRESENTATIVE TASKS PERFORMED BY DAFSC 60572 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=42)
A25 PARTICIPATE IN BRIEFINGS	73
C156 WRITE APR	67
B97 ORIENT NEWLY ASSIGNED PERSONNEL	63
A6 DETERMINE WORK PRIORITIES	61
B55 COUNSEL SUBORDINATES ON MILITARY-RELATED MATTERS	61
B54 COUNSEL SUBORDINATES ON JOB PROGRESSION	61
D208 MAKE ENTRIES ON AF FORMS 623 AND 623A (ON-THE-JOB TRAINING RECORD)	61
A24 ESTABLISH WORK SCHEDULES	58
C152 REVIEW MESSAGES	57
C142 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	57
A27 PARTICIPATE IN MEETINGS, OTHER THAN MOBILITY AND	56
B56 COUNSEL SUBORDINATES ON PERSONAL MATTERS	53
A26 PARTICIPATE IN CONFERENCES	52
A1 ASSIGN PERSONNEL TO DUTY POSITIONS	49
C151 REVIEW CORRESPONDENCE	48
A54 SCHEDULE LEAVES	47
D206 MAKE ENTRIES ON AF FORMS 1098 (SPECIAL TASK CERTIFICATION AND RECURRING TRAINING)	47
D209 MAKE ENTRIES ON AF FORMS 797 (JOB QUALIFICATION STANDARD CONTINUATION SHEET)	47
A36 PLAN WORK ASSIGNMENTS	46
A38 PREPARE DUTY ROSTERS	45
C141 INSPECT APPEARANCE OF FACILITIES	43
B98 SUPERVISE AIR CARGO SPECIALISTS (AFSC 60551)	42
A22 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	42
F321 CLEAN WORK AREAS	40
C148 PERFORM SAFETY INSPECTIONS	39
C140 ENDORSE AIRMAN PERFORMANCE REPORTS (APR)	38
A14 DEVELOP SELF-INSPECTION PROGRAMS	35
C133 EVALUATE PERSONNEL FOR COMPLIANCE WITH PERFORMANCE STANDARDS	35

APPENDIX C

JOB DESCRIPTIONS OF FIRST-ENLISTMENT RESPONDENTS
IN FUNCTIONAL JOBS

TABLE C1

SAMPLE OF TASKS PERFORMED BY 120 FIRST-ENLISTMENT AFSC 602X0
RESPONDENTS IN STAGE JOB 065 - INBOUND/OUTBOUND PERSONAL PROPERTY PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING
H626 REVIEW DD FORMS 1299 (APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY)	58
I815 TRACE PERSONAL PROPERTY SHIPMENTS	48
E311 REVIEW GOVERNMENT BILLS OF LADING (GBL)	48
F321 CLEAN WORK AREAS	44
H596 PREPARE DD FORMS 1299 (APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY)	42
A25 PARTICIPATE IN BRIEFINGS	42
G461 PREPARE GOVERNMENT BILLS OF LADING (GBL)	40
I773 PREPARE DD FORMS 2223 (SHIPMENT EVALUATION AND INSPECTION RECORD)	38
I682 CLEAR INBOUND PERSONAL PROPERTY SHIPMENTS	37
G441 DETERMINE TRANSIT TIME ALLOWANCES	37
F352 MAINTAIN GOVERNMENT BILLS OF LADING (GBL)	35
G420 COUNSEL PERSONNEL ON PERSONAL PROPERTY ENTITLEMENT	34
E294 PREPARE DD FORMS 1131 (CASH COLLECTION VOUCHER)	34
I748 MAINTAIN SIT LOGS	33
I784 PREPARE SF FORMS 1200 (GOVERNMENT BILL OF LADING CORRECTION NOTICE)	32
E295 PREPARE DD FORMS 139 (PAY ADJUSTMENT AUTHORIZATION)	32
H599 PREPARE DD FORMS 1797 (PERSONAL PROPERTY COUNSELING CHECKLIST)	30
H604 PREPARE DOCUMENTATION FOR LOCAL MOVES	30
H598 PREPARE DD FORMS 1780 (REPORT OF CARRIER SERVICES, PERSONAL PROPERTY SHIPMENT)	30
I810 REWEIGH PERSONAL PROPERTY SHIPMENTS	29
E282 MAINTAIN TRACER ACTION FILES	28
E241 DISPATCH MESSAGES RELATING TO SHIPMENT MOVEMENTS, OTHER THAN HUMAN REMAINS, CLASSIFIED, AND SENSITIVE CARGO	28
H597 PREPARE DD FORMS 1671 (REWEIGH OF PERSONAL PROPERTY)	28
E288 PREPARE AF FORMS 1530 (PUNCH CARD TRANSCRIPT)	28
I763 PREPARE AF FORMS 680 (PERSONAL PROPERTY SHIPMENT RECORD)	25
G398 ANNOTATE ACTUAL WEIGHTS ON SHIPPING DOCUMENTS	25

TABLE C2

SAMPLE OF TASKS PERFORMED BY 59 FIRST-ENLISTMENT AFSC 602X0
RESPONDENTS IN STAGE JOB 090 - TMO PASSENGER PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING
J855 BRIEF PASSENGERS ON TRAVEL ENTITLEMENTS	92
J854 BRIEF PASSENGERS ON FLIGHT ITINERARIES	86
J926 PREPARE AND ISSUE DD FORMS 1482-1 AND 1482-4 (MAC TRANSPORTATION AUTHORIZATION)	83
J936 PREPARE DD FORMS 730 (RECEIPT FOR UNUSED TRANSPORTATION REQUESTS AND/OR TICKETS, INCLUDING UNUSED MEAL TICKETS)	83
J906 MAINTAIN GOVERNMENT TRANSPORTATION REQUEST (GTR) REGISTERS	83
J856 BRIEF PASSENGERS ON TRAVEL RESTRICTIONS	81
J861 COMPLETE AF FORMS 1546 (REQUEST FOR FLIGHT/SURFACE RESERVATIONS)	80
J907 MAINTAIN MAC TRANSPORTATION AUTHORIZATION (MTA) REGISTERS	78
J928 PREPARE AND ISSUE SF FORMS 1169 (US GOVERNMENT TRANSPORTATION REQUEST)	75
J956 PREPARE SF FORMS 1170 (REDEMPTION OF UNUSED TICKETS)	75
J866 CONFIRM PASSENGER RESERVATIONS	73
J865 COMPUTE PASSENGER TRAVEL COSTS	73
E294 PREPARE DD FORMS 1131 (CASH COLLECTION VOUCHER)	71
J844 ANNOTATE DD FORMS 1482-1 AND 1482-4 (MAC TRANSPORTATION AUTHORIZATION)	66
J970 REQUEST COMMERCIAL CAPABILITIES (CAT Y)	64
J862 COMPLETE REPORT OF LOST TICKETS	61
J873 COORDINATE SEAT RELEASES WITH PASSENGER RESERVATION CENTER (PRC)	59
J971 REQUEST GROUP TRAVEL ARRANGEMENTS	59
J863 COMPUTE CASH COLLECTION CHARGES	58
J881 DETERMINE PASSENGER ELIGIBILITY FOR MOVEMENT	56
J959 PREPARE TRAVEL ITINERARIES	51
E295 PREPARE DD FORMS 139 (PAY ADJUSTMENT AUTHORIZATION)	51
J975 REQUEST, AUDIT, AND VERIFY PASSENGER NAME RESERVATIONS (PNR)	49
J933 PREPARE COST-CHARGE DOCUMENTATION	47
J962 PROCESS CARRIER INITIATED REFUND CHECKS	44

TABLE C3

SAMPLE OF TASKS PERFORMED BY 23 FIRST-ENLISTMENT AFSC 602X0
RESPONDENTS IN STAGE JOB 060 - QUALITY CONTROL PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING
C147 PERFORM QUALITY CONTROL INSPECTIONS	87
I720 INSPECT PERSONAL PROPERTY SHIPMENTS AT DESTINATION	83
I721 INSPECT PERSONAL PROPERTY SHIPMENTS AT ORIGIN	83
H549 INSPECT COMMERCIAL PACKERS FOR COMPLIANCE WITH CONTRACTURAL SPECIFICATIONS	65
F342 ISSUE LETTERS OF WARNING AGAINST COMMERCIAL CARRIERS	61
F341 ISSUE LETTERS OF SUSPENSION AGAINST COMMERCIAL CARRIERS	61
I768 PREPARE DD FORMS 1781 (CUSTOMER SATISFACTION REPORT)	57
I803 REVIEW INVENTORIES	57
I801 REVIEW CUSTOMER SATISFACTION REPORT FORMS	57
I839 WITNESS SHIPMENT REWEIGHINGS	57
F321 CLEAN WORK AREAS	53
B87 IMPLEMENT QUALITY CONTROL PROCEDURES	52
H598 PREPARE DD FORMS 1780 (REPORT OF CARRIER SERVICES, PERSONAL PROPERTY SHIPMENT)	48
E288 PREPARE AF FORMS 1530 (PUNCH CARD TRANSCRIPT)	48
E297 PREPARE DD FORMS 1812 (WAREHOUSE INSPECTION REPORT)	48
E311 REVIEW GOVERNMENT BILLS OF LADING (GBL)	43
C158 WRITE INSPECTION REPORTS	43
C135 EVALUATE QUALITY CONTROL PROCEDURES	43
I810 REWEIGH PERSONAL PROPERTY SHIPMENTS	43
H648 VERIFY SHIPMENT WEIGHTS	39
I773 PREPARE DD FORMS 2223 (SHIPMENT EVALUATION AND INSPECTION RECORD)	39
C77 DIRECT QUALITY CONTROL FUNCTIONS	39
E238 COMPILE DATA FOR REPORTS	39
I840 WITNESS SHIPMENT WEIGHINGS	39
A6 DETERMINE WORK PRIORITIES	39

TABLE C4

SAMPLE OF TASKS PERFORMED BY 19 FIRST-ENLISTMENT AFSC 602X0
RESPONDENTS IN STAGE JOB 105 - SUPERVISORS AND ADMINISTRATORS

TASKS	PERCENT MEMBERS PERFORMING
E311 REVIEW GOVERNMENT BILLS OF LADING (GBL)	95
I815 TRACE PERSONAL PROPERTY SHIPMENTS	89
E294 PREPARE DD FORMS 1131 (CASH COLLECTION VOUCHER)	89
H626 REVIEW DD FORMS 1299 (APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY)	84
G441 DETERMINE TRANSIT TIME ALLOWANCES	84
G461 PREPARE GOVERNMENT BILLS OF LADING (GBL)	79
G492 SELECT MODE OF SHIPMENTS	79
E282 MAINTAIN TRACER ACTION FILES	79
F352 MAINTAIN GOVERNMENT BILLS OF LADING (GBL)	74
G455 PREPARE DD FORMS 1384 (TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT)	74
F321 CLEAN WORK AREAS	74
G406 COMPUTE SHIPMENT TRANSPORTATION COSTS	74
E295 PREPARE DD FORMS 139 (PAY ADJUSTMENT AUTHORIZATION)	74
G420 COUNSEL PERSONNEL ON PERSONAL PROPERTY ENTITLEMENTS	68
G436 DETERMINE MODES FOR TRANSPORTING SHIPMENTS	68
H604 PREPARE DOCUMENTATION FOR LOCAL MOVES	68
G427 DETERMINE AUTHORITY FOR SHIPMENTS	68
A25 PARTICIPATE IN BRIEFINGS	68
G431 DETERMINE CONSIGNMENT INSTRUCTIONS	63
I748 MAINTAIN SIT LOGS	63
G490 SELECT COMMERCIAL CARRIERS FOR SHIPMENT MOVEMENT	63
I810 REWEIGH PERSONAL PROPERTY SHIPMENTS	63
G398 ANNOTATE ACTUAL WEIGHTS ON SHIPPING DOCUMENTS	63
I784 PREPARE SF FORMS 1200 (GOVERNMENT BILL OF LADING CORRECTION NOTICE)	63
E241 DISPATCH MESSAGES RELATING TO SHIPMENT MOVEMENTS, OTHER THAN HUMAN REMAINS, CLASSIFIED, AND SENSITIVE CARGO	63

TABLE C5

SAMPLE OF TASKS PERFORMED BY 153 FIRST-ENLISTMENT AFSC 602X1
RESPONDENTS IN STAGE JOB 141 - FREIGHT TRAFFIC PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING
F321 CLEAN WORK AREAS	81
G492 SELECT MODE OF SHIPMENTS	78
G436 DETERMINE MODES FOR TRANSPORTING SHIPMENTS	75
I730 LOAD GENERAL FREIGHT INTO SURFACE VEHICLES	74
H564 MAINTAIN TRANSPORTATION CONTROL NUMBER (TCN) LOGS	71
H567 MAKE ENTRIES ON DD FORMS 1348-1 (DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT)	69
H566 MAKE ENTRIES ON DD FORMS 1149 (REQUISITION AND INVOICE/ SHIPPING DOCUMENT)	69
G455 PREPARE DD FORMS 1384 (TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT)	69
G398 ANNOTATE ACTUAL WEIGHTS ON SHIPPING DOCUMENTS	68
I753 PERFORM AS SPOTTER DURING LOADING OPERATIONS	67
F383 PREPARE SHIPPING LABELS	67
I749 MAKE ENTRIES ON AF FORMS 127 (TRAFFIC TRANSFER RECEIPT)	65
E253 INITIATE AF FORMS 127 (TRAFFIC TRANSFER RECEIPT)	65
I816 TRACE SURFACE FREIGHT SHIPMENTS	62
I754 PERFORM AS SPOTTER DURING UNLOADING OPERATIONS	60
H639 SIGN FOR SHIPMENTS RECEIVED	59
G488 ROUTE SHIPMENTS	58
I823 UNLOAD GENERAL FREIGHT FROM SURFACE VEHICLES	56
I735 LOAD HAZARDOUS FREIGHT INTO SURFACE VEHICLES	56
G443 DETERMINE TRANSPORTATION PRIORITIES	55
F384 PREPARE SHIPPING TAGS	54
I662 ARRANGE FREIGHT PICKUP WITH CONSIGNEES	53
A25 PARTICIPATE IN BRIEFINGS	53
I718 INSPECT FREIGHT FOR SUSPECTED DAMAGE	52
G434 DETERMINE FREIGHT CLASSIFICATIONS	51

TABLE C6

SAMPLE OF TASKS PERFORMED BY 145 FIRST-ENLISTMENT AFSC 602X1
RESPONDENTS IN STAGE JOB 240 - PACKING AND CRATING PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING
H575 PACKAGE CARGO FOR SHIPMENT	90
H581 PACKAGE SMALL PARCELS FOR SHIPMENT	86
H562 LABEL SHIPMENTS, OTHER THAN CLASSIFIED, HAZARDOUS, AND SPECIAL SHIPMENTS	81
H577 PACKAGE ELECTROSTATIC SENSITIVE DEVICES (ESD) FOR SHIPMENT	81
H579 PACKAGE GENERAL FREIGHT FOR SHIPMENT	79
F321 CLEAN WORK AREAS	79
H650 WEIGH ITEMS	79
H573 MARK SHIPMENTS, OTHER THAN CLASSIFIED, HAZARDOUS, AND SPECIAL SHIPMENTS	78
H524 CRATE CARGO FOR SHIPMENT	72
H560 LABEL CLASSIFIED SHIPMENTS	72
H592 PREPARE CARGO PACKING LISTS	70
G398 ANNOTATE ACTUAL WEIGHTS ON SHIPPING DOCUMENTS	69
F383 PREPARE SHIPPING LABELS	69
H561 LABEL HAZARDOUS SHIPMENTS	68
H567 MAKE ENTRIES ON DD FORMS 1348-1 (DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT)	68
H576 PACKAGE CARGO FOR STORAGE	68
H572 MARK HAZARDOUS SHIPMENTS	68
H632 SEGREGATE ITEMS FOR PACKAGING	67
H533 FABRICATE SHIPPING CONTAINERS	67
H520 CONSOLIDATE LINE ITEMS INTO SPECIFIED UNITS	66
H639 SIGN FOR SHIPMENTS RECEIVED	64
H566 MAKE ENTRIES ON DD FORMS 1149 (REQUISITION AND INVOICE/ SHIPPING DOCUMENT)	64
H571 MARK CLASSIFIED SHIPMENTS	63
H588 PLACE PROTECTIVE WRAPS AROUND ITEMS	62
H523 CORRELATE ITEMS AGAINST SHIPPING DOCUMENTS	61

TABLE C7

SAMPLE OF TASKS PERFORMED BY 71 FIRST-ENLISTMENT AFSC 602X1
RESPONDENTS IN STAGE JOB 091 - FREIGHT HANDLERS

TASKS	PERCENT MEMBERS PERFORMING
F321 CLEAN WORK AREAS	75
I823 UNLOAD GENERAL FREIGHT FROM SURFACE VEHICLES	72
I718 INSPECT FREIGHT FOR SUSPECTED DAMAGE	58
I828 UNLOAD HAZARDOUS FREIGHT FROM SURFACE VEHICLES	55
I754 PERFORM AS SPOTTER DURING UNLOADING OPERATIONS	55
I749 MAKE ENTRIES ON AF FORMS 127 (TRAFFIC TRANSFER RECEIPT)	54
H639 SIGN FOR SHIPMENTS RECEIVED	51
I730 LOAD GENERAL FREIGHT INTO SURFACE VEHICLES	49
I832 UNLOAD SPECIAL HANDLING CARGO FROM SURFACE VEHICLES	48
I826 UNLOAD HAZARDOUS CARGO FROM SURFACE VEHICLES	48
I834 UNLOAD SPECIAL HANDLING FREIGHT FROM SURFACE VEHICLES	48
I821 UNLOAD GENERAL CARGO AND MAIL FROM SURFACE VEHICLES	46
I678 BREAK DOWN AND IN-CHECK FREIGHT	45
I837 VERIFY SHIPMENTS AGAINST MANIFESTS	42
F317 CLEAN EQUIPMENT	39
I753 PERFORM AS SPOTTER DURING LOADING OPERATIONS	35
E253 INITIATE AF FORMS 127 (TRAFFIC TRANSFER RECEIPT)	34
I708 FRUSTRATE IMPROPER SHIPMENTS	32
I656 ANNOTATE MANIFESTS FOR SHORT SHIPMENTS	32
I750 MATCH CARRIER FREIGHT WAY BILLS WITH MEMORANDUM COPIES OF GBL	31
A25 PARTICIPATE IN BRIEFINGS	31
F328 INSPECT CARRIER EQUIPMENT BEFORE UNLOADING	31
I816 TRACE SURFACE FREIGHT SHIPMENTS	31
I710 IDENTIFY SHIPMENTS FOR UNLOADING	30
I655 ANNOTATE MANIFESTS FOR OVER SHIPMENTS	30

TABLE C8

SAMPLE OF TASKS PERFORMED BY 159 FIRST-ENLISTMENT AFSC 605X0
RESPONDENTS IN STAGE JOB 315 - PASSENGER SERVICE CLERKS

TASKS	PERCENT MEMBERS PERFORMING
J856 BRIEF PASSENGERS ON TRAVEL RESTRICTIONS	85
J887 ESCORT PASSENGERS FROM AIRCRAFT	84
J858 CLOSE OUT FLIGHTS FOR PASSENGER MOVEMENT	82
J998 WEIGH AND TAG PASSENGER BAGGAGE	81
J854 BRIEF PASSENGERS ON FLIGHT ITINERARIES	81
J888 ESCORT PASSENGERS TO AIRCRAFT	77
J947 PREPARE MANUAL PASSENGER MANIFESTS	77
J919 PERFORM ANTIHIJACKING INSPECTIONS OF BAGGAGE	75
F321 CLEAN WORK AREAS	75
J847 ANNOUNCE FLIGHT INFORMATION ON PUBLIC ADDRESS SYSTEMS	72
J920 PERFORM ANTIHIJACKING INSPECTIONS OF PASSENGERS	72
F366 MEET ARRIVING AIRCRAFT	71
J849 ASSIGN SEATING FOR PASSENGERS	71
J927 PREPARE AND ISSUE PASSENGER BOARDING PASSES	70
J855 BRIEF PASSENGERS ON TRAVEL ENTITLEMENTS	70
J852 ASSIST SPECIAL CATEGORY PASSENGERS	70
J930 PREPARE BAGGAGE TAG FORMS	69
J859 COLLECT CASH FOR TRAVEL COSTS	68
J997 VERIFY ELIGIBILITY OF PASSENGERS FOR MOVEMENT	65
F367 MEET DEPARTING AIRCRAFT	65
J874 COORDINATE SEAT RELEASES WITH PASSENGER SERVICE CENTER (PSC)	65
J872 COORDINATE SEAT RELEASES WITH AIR TERMINAL OPERATION CENTER (ATOC)	65
J894 INFORM PASSENGERS OF BORDER CLEARANCE REQUIREMENTS	65
J850 ASSIST DISABLED PASSENGERS	64
J996 VERIFY COMPLIANCE WITH FOREIGN CLEARANCE GUIDES, SUCH AS, CHECKING PASSPORTS, IMMUNIZATION RECORDS, OR VISAS	63

APPENDIX D
OTHER ISSUES

TABLE D1

NUMBER OF OTHER FUNCTIONAL AREAS FIRST-ENLISTMENT MEMBERS OF
CAREER LADDER JOBS HAVE WORKED IN
(PERCENT RESPONDING)

JOBS	PERCENT 1ST ENL IN JOB	NUMBER OF OTHER AREAS WORKED							
		NONE	1	2	3	4	5	6	7
IN/OUTBOUND PERSONAL PROPERTY	76	20	15	12	11	4	2	1	6
QUALITY CONTROL	47	5	9	3	3	4	-	5	6
FREIGHT TRAFFIC	65	11	8	7	11	9	5	2	9
PACKING AND CRATING	72	28	16	9	5	3	2	1	6
FREIGHT HANDLING	86	25	9	9	12	9	1	-	11
PASSENGER SERVICE CLERKS	60	13	9	8	8	5	4	*	5
TMO PASSENGER CONTROLLERS	67	13	12	11	9	4	5	*	3
LOAD PLANNERS	46	5	9	9	7	4	3	3	3
AIR CARGO	32	5	4	7	7	2	2	-	-
PROCESSORS	70	20	14	9	6	4	3	1	-
PALLETS AND NETS	79	31	16	18	8	2	2	2	4
AERIAL DELIVERY	79	9	12	9	9	15	3	6	6
FLEET SERVICE	68	21	6	6	10	3	4	3	10
DATA RECORDS	72	33	12	9	6	4	3	2	4
SUPERVISORS AND ADMINISTRATORS	69	19	15	7	12	4	5	*	7
PLANS AND MOBILITY INSTRUCTORS	40	3	5	3	4	4	2	2	5
	44	2	11	7	2	5	2	2	8
	52	5	2	7	7	-	2	-	7

* Denotes less than 1 percent

- Denotes 0 percent

TABLE D2

AMOUNT OF JOB TIME MEMBERS OF CAREER LADDER JOBS SPEND ON ADDITIONAL DUTIES
(PERCENT RESPONDING)

JOBS	NUMBER OF HOURS PER WEEK SPENT ON ADDITIONAL DUTIES											
	NONE	2	2-4	4-6	6-8	8-10	10-12	12-14	14-16	16-18	18-20	20
IN/OUTBOUND PERSONAL PROPERTY	15	34	22	12	5	4	4	*	*	-	1	1
QUALITY CONTROL	17	29	21	15	3	3	4	2	1	1	1	3
FREIGHT TRAFFIC	6	28	24	13	11	6	5	1	1	*	*	4
PACKING AND CRATING	16	25	20	12	6	6	6	1	*	1	1	5
FREIGHT HANDLING	18	48	21	4	3	4	-	-	-	-	1	1
PASSENGER SERVICE	11	27	23	11	7	6	5	3	2	*	2	2
CLERKS												
TMO PASSENGER	11	33	24	12	6	4	2	4	*	1	1	1
CONTROLLERS	18	34	21	13	5	3	1	1	-	1	2	*
LOAD PLANNERS	23	40	25	7	-	3	2	-	-	-	-	-
AIR CARGO	13	26	23	13	7	4	4	3	*	*	2	3
PROCESSORS	15	33	24	10	8	2	3	-	*	*	*	3
PALLETS AND NETS	16	19	22	10	10	9	6	-	-	4	4	-
AERIAL DELIVERY	11	23	21	15	8	5	6	4	1	2	-	4
FLEET SERVICE	22	22	16	14	12	4	3	3	*	*	-	4
DATA RECORDS	22	38	18	10	5	3	2	-	-	*	*	*
SUPERVISORS AND ADMINISTRATORS	10	23	20	14	8	6	5	2	1	*	3	7
PLANS AND MOBILITY	11	16	13	12	9	8	8	2	3	2	6	10
INSTRUCTORS	15	41	12	10	8	3	8	3	-	-	-	-

* Denotes less than 1 percent

- Denotes 0 percent

TABLE D3

PERCENTAGE OF JOB TIME MEMBERS OF CAREER LADDER JOBS SPEND USING COMPUTERS
(PERCENT RESPONDING)

JOBS	PERCENTAGE OF JOB TIME										
	NONE	10	10-19	20-29	30-39	40-49	50-59	60-69	70-79	80-89	90
IN/OUTBOUND PERSONAL PROPERTY	51	11	5	2	4	3	6	3	2	2	12
QUALITY CONTROL	55	23	11	3	3	-	2	1	-	-	2
FREIGHT TRAFFIC	44	16	9	4	5	3	2	3	2	*	2
PACKING AND CRATING	87	8	1	*	*	-	1	-	-	-	-
FREIGHT HANDLING	43	9	8	9	12	9	7	3	-	2	3
PASSENGER SERVICE	29	7	5	3	8	4	9	4	9	8	15
CLERKS											
TMO PASSENGER	53	12	4	5	4	5	3	3	*	*	10
CONTROLLERS	36	21	13	12	9	*	4	2	-	2	*
LOAD PLANNERS	12	9	2	7	5	11	9	12	7	8	14
AIR CARGO	68	8	4	3	3	3	4	1	1	2	2
PROCESSORS	17	5	9	9	10	10	19	6	7	2	10
PALLETS AND NETS	70	15	6	-	3	-	3	-	3	-	-
AERIAL DELIVERY	83	8	5	-	-	-	-	1	-	-	-
FLEET SERVICE	92	5	*	-	*	-	-	-	-	-	-
DATA RECORDS	16	3	9	4	6	7	10	4	11	12	21
SUPERVISORS AND ADMINISTRATORS	46	23	10	4	3	2	4	1	1	3	3
PLANS AND MOBILITY	30	20	14	5	14	3	8	1	2	1	2
INSTRUCTORS	57	25	-	4	4	-	5	-	2	-	2

* Denotes less than 1 percent

- Denotes 0 percent

TABLE D4

AMOUNT OF JOB TIME MEMBERS OF CAREER LADDER JOBS SPEND TYPING
(PERCENT RESPONDING)

JOBS	PERCENT OF JOB TIME SPENT TYPING										
	NONE	10	10-20	20-30	30-40	40-50	50-60	60-70	70-80	80-90	90
IN/OUTBOUND PERSONAL PROPERTY	4	13	7	6	5	6	8	6	6	12	27
QUALITY CONTROL	8	23	20	11	10	2	10	4	3	2	7
FREIGHT TRAFFIC	10	12	14	11	9	5	10	4	7	9	9
PACKING AND CRATING	15	32	18	11	5	5	7	2	*	1	3
FREIGHT HANDLING	49	24	5	3	3	2	2	5	3	2	2
PASSENGER SERVICE	21	33	15	7	3	4	5	2	2	3	5
CLERKS											
TMO PASSENGER	5	5	6	2	5	8	8	12	9	17	23
CONTROLLERS	40	28	9	7	3	6	3	-	-	*	3
LOAD PLANNERS	47	28	4	7	5	-	-	-	2	4	3
AIR CARGO	42	20	9	6	5	6	5	*	2	1	3
PROCESSORS	82	11	2	2	-	*	*	-	-	-	*
PALLETS AND NETS	45	21	18	4	-	6	6	-	-	-	-
AERIAL DELIVERY	63	26	4	5	-	-	-	-	-	-	-
FLEET SERVICE	81	10	4	*	1	*	*	-	-	-	3
DATA RECORDS	25	24	12	8	9	3	5	2	*	2	9
SUPERVISORS AND ADMINISTRATORS	26	28	11	8	5	3	4	4	3	3	5
PLANS AND MOBILITY INSTRUCTORS	14	28	11	15	5	5	6	8	-	3	5
	14	48	9	14	11	-	-	2	2	-	-

* Denotes less than 1 percent

- Denotes 0 percent

TABLE D5

NUMBER OF TIMES MEMBERS OF CAREER LADDER JOBS HANDLED
CLASSIFIED MATERIALS IN THE PAST YEAR
(PERCENT RESPONDING)

JOBS	NUMBER OF TIMES IN LAST YEAR											TOTAL PERCENT HANDLING	
	NONE	1-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40	41-45	46-50		50
IN/OUTBOUND PERSONAL PROPERTY	5	8	2	2	-	1	*	-	*	*	-	5	18%
QUALITY CONTROL	2	11	1	-	1	-	-	-	-	-	-	3	16%
FREIGHT TRAFFIC	1	12	9	5	5	9	4	2	2	*	5	34	89%
PACKING AND CRATING	1	15	8	7	3	9	3	2	3	-	4	35	89%
FREIGHT HANDLING	2	26	6	8	3	5	-	-	2	1	2	21	74%
PASSENGER SERVICE	3	11	1	*	*	2	*	-	-	-	*	7	21%
CLERKS													
TWO PASSENGER CONTROLLERS	*	12	5	-	*	-	-	-	-	-	-	3	20%
LOAD PLANNERS	*	21	10	11	4	6	5	2	2	*	*	20	81%
AIR CARGO	-	32	-	-	-	-	-	*	-	-	-	21	53%
PROCESSORS	3	17	6	3	2	7	2	*	1	*	6	43	87%
PALLETS AND NETS	*	22	3	-	2	4	-	*	*	-	-	21	52%
AERIAL DELIVERY	-	30	9	3	-	6	3	-	-	-	-	6	57%
FLEET SERVICE	1	23	6	4	1	3	1	-	-	-	-	8	46%
DATA RECORDS	3	13	3	-	-	2	-	*	-	-	-	16	34%
SUPERVISORS AND ADMINISTRATORS	2	11	3	4	3	-	2	*	*	2	-	17	42%
PLANS AND MOBILITY INSTRUCTORS	4	18	6	4	2	3	*	*	*	*	1	18	52%
	1	11	12	8	10	5	1	-	*	2	4	42	95%
	2	7	4	-	-	2	-	-	-	-	-	5	18%

* Denotes less than 1 percent

- Denotes 0 percent